

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

August 2, 1991

FEDERAL PROPERTY MANAGEMENT REGULATIONS
TEMPORARY REGULATION D-76

To: Heads of Federal agencies

Subject: Assignment and Utilization of Space

1. Philosophy. These regulations on the assignment and utilization of space, emphasize a customer service approach to space delivery. A central goal is to improve the process for delivering the space to the client and thereby improve the relationship between GSA and the client. The regulations target requirements development as the area where there is greatest potential for significant improvement in the timeliness of the delivery process and the quality of the space delivered. The key to this improvement is a cooperative relationship between GSA and the client agency in the development of requirements. Since the agency knows its program and mission needs, it is responsible for providing information about functional program requirements. On the other hand, GSA has the professional expertise to translate these needs into technical contract language and GSA will provide this assistance to agencies early in the requirements development process. The customer service orientation assumes that both GSA and client agency have the same goal--the timely delivery of space--and that the best way to achieve this goal is through a cooperative process. This means that both GSA and the client need to fulfill their responsibilities in order for the process to work effectively.

2. Purpose. This regulation supersedes FPMR Temporary Regulation D-73. Its purpose is to refine GSA's space assignment criteria and to modify and/or clarify certain space-related policies and requirements. It provides a revised space assignment process for determining agency requirements; revised and updated definitions of GSA space classifications and standard alterations; a new move policy; a revised locational policy, and a general updating of the FPMR to reflect current ways of doing business, such as the inclusion of procedures for assigning space for child care centers and wellness/physical fitness facilities.

3. Effective date. August 26, 1991.

4. Expiration date. August 26, 1992.

5. Background. On November 1, 1989 (54 FR 46206), GSA published in the Federal Register a proposed rule which contained revised procedures governing the assignment and utilization of space in Federal facilities under the custody and control of GSA. On December 5, 1989 (54 FR 50251), GSA published a revision to the proposed rule that addressed agency concerns about paying for telecommunications costs associated with moves in GSA space. Comments were received on each rule and incorporated into the final document where appropriate. The significant changes are outlined below.

6. Outline of revisions. Changes from the previous regulation (D-73) include:


- Modification of the strict numeric criteria for assignment of space; emphasis on professional space analysis, programming and planning.
- Redefinition of office space to recognize its essential components: Primary (personnel-occupied) area and support area.
- Focus on primary area utilization rate (square footage primary area divided by personnel).
- Clarification of the policy on the location of Federal facilities and space.
- Revision of the GSA policy on agency moves.
- Revision of the space classifications for GSA-controlled space.
- Changes to the standard alterations in GSA-controlled space.
- Revision of the Standard Form 81 and 81A, and inclusion of a Space Requirements Questionnaire to assist in the space planning process.
- Inclusion of criteria on physical fitness facilities and child care centers.
- Modification of telecommunications policy.

August 2, 1991

FPMR Temp. Reg. D- 76

7. Comments. Comments concerning the effect or impact of this regulation may be submitted to the General Services Administration, Office of Real Property Development (PQ), Washington, DC 20405.

8. Effect on other directives. The provisions of Federal Property Management Regulation Temporary Regulation D-73 relating to the assignment and utilization of space are superseded by this regulation.



RICHARD G. AUSTIN
Administrator of General Services

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

PART 101-17 ASSIGNMENT AND UTILIZATION OF SPACE

Section 101-17.000 Scope of part.

This part prescribes policies and procedures for the assignment and utilization of space in GSA controlled facilities. The term "United States" as used in this subchapter, means the 50 States of the United States, the District of Columbia and the Commonwealths, territories, and possessions of the United States.

Space acquired and/or managed under a delegation of authority from GSA is subject to the provisions of this part.

See Part 101-16 for policies and procedures governing the management of all Federal space.

Section 101-17.001 Authority.

This part implements the applicable provisions of the Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 377); the Act of July 1, 1898 (40 U.S.C. 285); the Act of April 28, 1902 (40 U.S.C. 19); the Act of August 27, 1935 (40 U.S.C. 304c); the Public Buildings Act of 1959, as amended (40 U.S.C. 601-619); Public Buildings Amendments of 1972 (86 Stat. 219), as amended; the Rural Development Act of 1972 (86 Stat. 674); Reorganization Plan No. 18 of 1950 (40 U.S.C. 490, note); the Federal Urban Land Use Act (40 U.S.C. 531-535); Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601); the National Environmental Policy Act of 1969, as amended (42 U.S.C. 4321); Intergovernmental Cooperation Act of 1968 (42 U.S.C. 4201-4244, 40 U.S.C. 531-535); Public Buildings Cooperative Use Act of 1976, as amended (90 Stat. 2505); Executive Order 12072 of August 16, 1978 (43 FR 36869); Executive Order 12411 of March 29, 1983 (48 FR 13391); and Executive Order 12512 of April 29, 1985 (50 FR 18453); and the Public Buildings Amendments of 1988 (102 Stat. 4049).

SUBPART 101-17.1 BASIC POLICY.

Section 101-17.100 Scope of subpart.

This subpart describes the basic policies that govern the assignment and utilization of GSA space, and defines terms used in Part 101-17.

Section 101-17.101 Policies.

(a) Federal real property is an asset that has a value to the Government. This asset shall be managed and maintained in a manner that enhances its value.

August 2, 1991

(b) Federal workspace is a costly resource and should be acquired and used in the essential minimum amounts needed to support agency mission requirements.

(c) Federal workspace should support and improve the productivity of the workers and programs that are housed. Professional standards and practices for space planning and programming, requirements development, furniture use, design and layout shall be used to achieve this goal.

(d) It is GSA policy to provide agencies a quality workplace environment that supports program operations; preserves the value of real property assets; and reduces Federal workspace to essential minimum requirements. This includes the provision of child care and physical fitness facilities in the workplace when adequately justified.

(e) Federal space needs will be satisfied in existing Government-controlled space to the maximum extent practical. Available space in buildings under the custody and control of the U.S. Postal Service will also be given priority consideration.

(f) In establishing new offices and other facilities agencies should comply with the requirements of the Rural Development Act of 1972, 86 Stat. 674.

(g) Agencies requiring space in an urban area must comply with Executive Order 12072, August 16, 1978, 3 CFR 213.

(h) Each agency shall determine the appropriate delineated area for its space and facilities and certify that its location decision is in compliance with the requirements of all laws and Executive Orders governing the location of space including the Rural Development Act of 1972, 86 Stat. 674, and Executive Order 12072, August 16, 1978, 3 CFR 213. In making these location decisions agencies shall give consideration to the requirements of the Competition in Contracting Act of 1984 (CICA), 41 U.S.C. 252-260. See also Section 101-17.4701 (the GSA-USDA Memorandum of Understanding), and Section 101-17.4702 (the GSA-USPS Memorandum of Agreement.)

(i) The GSA move policy is implemented to identify the situations that cause a move in GSA space; the costs associated with these moves; and the responsibility for paying for the various costs of a move. See Section 101-17.206.

(1) GSA will fund standard alterations and agencies will reimburse GSA for the cost of above-standard requirements. See Section 101-17.206.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(2) For telecommunications relocations caused by physical relocation of organizations occupying space controlled by GSA, the organization causing the relocation will reimburse the organization being relocated for an amount up to, but not exceeding the value of like telecommunications service. "Like telecommunications service" is defined as the value or amount, as determined by a GSA telecommunications technical service contractor (TTSC), equal to the cost of providing an equivalent level of service at the new location. In cases where the cost of installing a new system is less than the cost of relocating the existing system, the reimbursement will be for the lesser amount. Use of the TTSC contractor is not mandatory if an estimated value can otherwise be agreed upon in writing by the agencies involved.

Funding responsibilities for telecommunications relocations will include the cost of the TTSC contractor. See matrix at the end of Section 101-17.206 which outlines all funding responsibilities.

This telecommunications policy will be effective October 1, 1991. However, for those agencies being relocated as a result of a GSA directed move occurring between the date of the issuance of this regulation and October 1, 1991, GSA will pay for the telecommunications relocation costs in those instances where the agency can demonstrate that its budget requests for telecommunications relocations, pursuant to the telecommunications policy issued on February 25, 1988, were denied.

(j) Agencies will be assigned space by GSA based on a detailed analysis of workspace and support space requirements. The purpose will be to achieve the optimum use of space for each assignment at the minimum cost to the Government. The best opportunity for space efficiency occurs with new assignments. Therefore, GSA will employ professional methods and techniques of space analysis, planning, and programming in developing space requirements. Utilization rates will be held to the minimum square footage per person for the particular activity. Any utilization rate goal(s) established for new space assignments will apply to all actions involving more than eight personnel. New assignments for eight or fewer personnel will be housed as efficiently as possible. GSA will implement policies and procedures to ensure that assignment of workstation and support space is consistent throughout its regional offices. (See Section 101-17.20, The space assignment process - agency development of need and GSA determination of requirements.)

(k) Officials of GSA client agencies shall be familiar with the policies governing the acquisition, use, assignment, and management of GSA space. These officials shall cooperate with and support GSA in implementing and furthering these policies.

August 2, 1991

(1) Federal workspace shall be acquired and occupied in a timely and expeditious manner. GSA shall use professional planning techniques to assist agencies in preparing the Standard Form 81 (SF-81), Request for Space, and supporting documentation and shall provide technical assistance at an early stage in the requirements development process. This will ensure the acquisition and use of space that supports mission needs at a minimum cost .

(m) GSA will make full and efficient use of Government-controlled space for housing Federal agencies. Space for which there is no current foreseeable Federal need will be disposed of when practicable and prudent to do so. GSA will make every effort to maximize the productive use of an otherwise unused resource through out-granting (i.e., outlease, permit, license).

(n) Space requests for the U.S. Postal Service will be processed in accordance with the "Agreement between GSA and the U.S. Postal Service Covering Real Property Relationships."

(o) Section 3 of the Public Buildings Amendments of 1988, Public Law 100-678 (102 Stat. 4049) places certain restrictions on leasing special purpose facilities for computer and telecommunications operations; secured areas for national security or defense purposes; or permanent court space for the judiciary. These restrictions apply to any lease of such space that will exceed an average annual rental of \$1,500,000. In these cases, the GSA Administrator must make a determination in writing that leasing such space is necessary to meet requirements which cannot be met in public buildings and must submit such reasons to the appropriate congressional committees.

Section 101-17.102 Definition of terms.

(a) "Acceptance of space" means a certification from and commitment from an agency to occupy space. Based on agency acceptance GSA may commit to the use of Government funds to award a lease, make a commitment for initial alterations, and/or establish a date of occupancy. Agencies are financially responsible for losses incurred by the Government caused by any failure by the agency to fulfill a commitment to accept space.

(b) "Acquisition of workspace" means the process of obtaining workspace by purchase, lease, donation, exchange, eminent domain, construction, or by any other means permissible by law.

(c) "Agency-controlled space" means federally owned, leased, or controlled space acquired or used by Federal agencies

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

under any authority other than the Federal Property and Administrative Services Act of 1949, as amended. It also includes space for which authorities for acquisition, use, or disposal have been delegated to other agencies by GSA.

(d) "Cost-effective" means justified by an analysis which evaluates alternatives in terms of expenses incurred by the Government.

(e) "Delineated area" means the specific boundaries within which space will be obtained to satisfy an agency space requirement.

(f) "Excess holdings" means any workspace or related furnishings which are not essential to a Federal agency's existing or planned programs.

(g) "Federal agency" means any department, agency, or independent establishment in the Government, including any wholly owned corporation.

(h) "Federally owned, leased, or controlled space";

(1) "Federally owned" means space, the title to which is vested, or will become vested pursuant to existing agreement, in the United States Government.

(2) "Federally leased" means space for which the United States Government has a right of occupancy by virtue of having acquired a leasehold interest.

(3) "Federally controlled" or "Government-controlled" means work space for which the United States Government has a right of occupancy by ownership, by lease, or by any other means, such as by contract, barter, license, easement, permit, requisition, or condemnation, whether or not paid for. This does not include space owned or leased by private sector entities performing work on Government contracts.

(i) "General purpose space" means space which is determined by GSA to be suitable for the general use of agencies. General purpose space is categorized as office, storage or special. The physical characteristics are the basis for determining the proper space category.

(j) "GSA-controlled space" means space assigned to an agency by GSA by authority of the Federal Property and Administrative Services Act of 1949, as amended, or by authority of any other statute. It includes any space for which an agency pays GSA directly.

August 2, 1991

(k) "GSA-directed move" means any relocation action which occurs as result of an emergency, a GSA initiated repair/alteration project, or GSA initiated consolidation. GSA will be responsible for paying standard alterations, replication of the current above-standard alterations, moving and like telecommunication service for the relocated agency.

(1) "Initial space layout" means the specific placement of workstations, furniture and equipment for new space assignments. These initial services are provided by GSA at no cost to agencies, upon agency request.

(m) "Inventory" means a summary, survey, or itemized list of the space, assets, or materials under the control of a Federal agency.

(n) "Joint-use space" means occupiable space, such as cafeterias, conference rooms, credit unions, snack bars, and certain wellness/physical fitness facilities and child care centers, which is available for common use by personnel of any Federal agency.

(o) "Measurement of space";

(1) "Gross square footage" means all floor area (including all openings in floor slabs) measured to the outer surfaces of exterior or enclosing walls, and includes all floors, mezzanines, halls, vestibules, stairwells, service and equipment rooms, penthouses, enclosed passages and walks, inside parking, finished usable space with sloping ceilings (such as attic space) having 5 feet or more headroom, and appended covered shipping or receiving platforms at truck or railroad car height. Also included in gross floor area, but calculated on one-half of actual floor area, are covered open porches, passages and walks, with appended uncovered receiving and shipping platforms at truck or railroad car height.

(2) "Net usable space" means the area to be leased for occupancy by personnel and/or equipment. It is determined as follows:

(i) If space is on a single tenancy floor, compute the inside gross area by measuring between the inside finish of the permanent exterior building walls from the face of the connectors (pipes or other wall-hung fixtures) If the convector occupies at least 50 percent of the length of exterior walls.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(ii) If the space is on a multiple tenancy floor, measure from the exterior building walls, as in (i) above, to the room side finish of fixed corridor and shaft walls and/or the center of tenant-separating partitions.

(iii) In all measurements, make no deductions for columns and projections enclosing the structural elements of the building and deduct the following from the gross area including their enclosing walls.

- (A) Toilets and lounges
- (B) Stairwells
- (C) Elevators and escalator shafts
- (D) Building equipment and service areas
- (E) Entrance and elevator lobbies
- (F) Stacks and shafts
- (G) Corridors in place or required by local codes and ordinances.

(3) "Occupiable area" means that portion of the gross area which is available for use by an occupant's personnel or furnishings, as well as space which is available jointly to the various occupants of the buildings, such as auditoriums, health units, and snack bars. Occupiable area includes that space available for an occupant's personnel and furnishings which is used to provide circulation, whether or not defined by ceiling high partitions. Occupiable area does not include that space in the building which is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply storage and issue rooms. Occupiable area is computed by measuring from the occupant's side of ceiling-high corridor partitions or partitions enclosing mechanical, toilet, and/or custodial space to the inside finish of permanent exterior building walls or to the face of the convector if the convector occupies at least 50 percent of the length of the exterior wall. When computing occupiable area separated by partitions, measurements are taken from the center line of the partitions.

(P) "Non-Federal organizations" means organizations such as credit unions, concessions operated by the blind and handicapped, and organizations under the direct sponsorship of a Federal agency such as grantees and contractors.

August 2, 1991

(q) "Office support area" means all secondary/shared workstations, extraordinary circulation space, and those specific and discrete areas constructed as office space and used to meet mission needs outside the agency's requirements for housing personnel. This includes space for mission needs such as reception/waiting areas; hearing, meeting, and interview areas; file areas; central storage areas; processing areas; and library and reference areas. Such space is most cost-effectively collocated with normal office space. Illustrations are contained in section 101-17.6.

(r) "Office support area allowance" is the percentage of office space, over and above the primary office area requirement, allocated for office support functions.

(s) "Personnel" means the peak number of persons to be housed during a single 8-hour shift, regardless of how many workstations are provided for them. In addition to permanent employees of the agency, personnel includes temporaries, part-time, seasonal, and contractual employees and budgeted vacancies. Employees of other agencies and organizations who are housed in the space assignment are also included in the personnel total.

(t) "Primary office area" is the personnel-occupied area in which an activity's normal operational functions are performed. See Section 101-17.102(q) above for "office support area" definition.

(u) "Primary office area utilization rate" is an indicator of the efficiency with which the primary office area is used. It is calculated by dividing the total occupied primary office area square footage by the total number of people in that area.

(v) "Request for space" or "space request" means a written document upon which an agency provides GSA with the information necessary to assign space. A request for space shall be submitted on Standard Form 81 and Standard Form 81-A, and the Space Requirements Questionnaire. (See Section 101-17.4901-81 and Section 101-17.4901-81A, Standard forms.) The request shall, at a minimum, contain descriptions of the amount of space, personnel to be housed, geographic area, time period required and funding availability.

(w) "Rural area" means any area that (a) is within a city or town if the city or town has a population of less than 10,000 or (b) is not within the outer boundaries of a city or town if the city or town has a population of 50,000 or more and if the adjacent urbanized and urbanizing areas have a population density of more than 100 per square mile.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(x) "Secondary/shared workstations" are nondedicated workstations used more than 50 percent of the time by two or more persons occupying a space assignment during an 8-hour shift. They function in support of the occupant agency's mission and are distinct from the primary personnel-occupied workstations.

(y) "Space" means space in buildings, and land incidental to the use thereof, which is under the custody and control of a Federal agency.

(z) "Space Allocation Standard" means an agreement between GSA and an agency, written in terms which permit nationwide application, used as a basis for establishing that agency's space requirements. These standards identify the specific amount of space an agency will be allocated, and establish exceptions to general guidelines for GSA and agency responsibility in initial tenant funding.

(aa) "Space assigned by GSA" means space in buildings, and land incidental to its use, which is under the custody and control of GSA; space made available by the U.S. Postal Service; or space for which a permit for use has been issued to GSA by another agency.

(bb) "Space assignment" means an administrative action by GSA which authorizes the occupancy and use of space by a Federal agency or other eligible entity.

(cc) "Space inspection" means a reconnaissance-type evaluation of the manner in which assignments are being utilized to determine whether a utilization survey is warranted.

(dd) "Space planning" means the process of using recognized professional techniques of space programming, planning, layout and interior design to determine the best location and the most efficient configuration for agency facilities.

(ee) "Space requirements program" means the statement of an agency's space needs as expressed on Standard Form 81-A, Space Requirements Worksheet, Space Requirements Questionnaire and additional supporting documentation such as adjacency diagrams, and summarized on Standard Form 81, Request for Space. (See Section 101-17.4901-81 and 101-71.4901-81A, Standard Forms.)

(ff) "Space typical" means examples of workspace and support space allocations based on functional analysis.

(gg) "Space utilization survey" means the process of employing recognized professional techniques to determine how efficiently an agency is utilizing its workspace, and to verify that space is being used in accordance with this regulation.

August 2, 1991

(hh) "Special purpose space" means workspace which is or has been constructed and predominantly utilized for the special purpose of an agency and is not generally suitable for the use of other agencies. This includes, but is not limited to, schools, hospitals, mints, embassies, and consulates.

(ii) "Standard alterations (SA's)" are those alterations necessary to prepare an agency's space to meet a particular classification, i.e., office, storage, or special, and permit occupancy of the space. (See Section 101-17.208).

(jj) "Telecommunications" means electronic processing of information, either voice or data or both, over a wide variety of media, e.g., copper wire, microwave, fiber optics, radio frequencies, between individuals, offices within a building (e.g., local area networks), between buildings, between cities, etc.

(kk) "Unique agency space" means any general purpose space which either consists of more than 50 percent special-type space not likely to be needed by another agency, or space of any type located in an area where it would be impractical to house another agency. (See Section 101-17.302(d).)

(ll) "Urban area" means any Metropolitan Area (MA) as defined by the Office of Management Budget (OMB) and any non-MA that meets one of the following criteria:

(1) A geographical area within the jurisdiction of any incorporated city, town, borough, village, or other unit of general local government, except county or parish, having a population of 10,000 or more inhabitants.

(2) That portion of the geographical area within the jurisdiction of any county, town, township, or similar governmental entity which contains no incorporated unit of general local government, but has a population density equal to or exceeding 1,500 inhabitants per square mile; or

(3) That portion of any geographical area having a population density equal to or exceeding 1,500 inhabitants per square mile and situated adjacent to the boundary of any incorporated unit of general local government which has a population of 10,000 or more inhabitants. (Reference: The Intergovernmental Cooperation Act of 1968, 40 U.S.C. 535.)

(mm) "Workspace" means federally controlled space in buildings and structures (permanent, semipermanent, or temporary) which provides an acceptable environment for the performance of agency mission requirements by employees or by other persons

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

occupying it. It is further classified as "office space", "storage space", or "special space". (Also, see Section 101-17.601, Space classifications and standard alterations).

(1) "Office space" means space which provides an environment suitable in its present state for an office operation.

(2) "Storage space" means space generally consisting of concrete, woodblock, or unfinished floors; bare block or brick interior walls; unfinished ceilings; and similar construction containing minimal lighting and heating. It includes attics, basements, sheds, parking structures and other unfinished building areas.

(3) "Special space" means space which has unique architectural/construction features, requires the installation of special equipment or requires varying sums to construct, maintain and/or operate as compared to office and storage space.

(M) "Workstation" means a location within an office space assignment that provides a working area for one or more persons during a single 8-hour shift. Secondary or shared workstations are part of office support area.

SUBPART 101-17.2 ASSIGNMENT OF SPACE

Section 101-17.200 Scope of subpart.

(a) This subpart describes the process for the determination of requirements and the assignment of space to GSA client agencies. The space assignment process described in this section is designed to expedite space delivery and ensure that quality workspace is delivered to client agencies in a timely manner. Section 101-17.201(g) below states that GSA will assist agencies early in the space delivery process by providing technical assistance in the development of space requirements. This will ensure that technical information is accurate and complete and that unnecessary delays are minimized.

(b) A method for calculating utilization rates is established in Section 101-17.201(h) below. The method focuses on the portion of the office assignment occupied by the personnel working in the space. This is called the Primary office area and is the part of the office space that has the best potential for utilization improvement. The Primary area in most GSA space is similar in use and configuration and its size is dictated by very similar factors. This is because most activities occupying GSA space perform similar administrative and managerial tasks. Therefore, greater consistency and uniformity can be attained in assigning this space.

August 2, 1991

The 125 square feet represents the amount of space occupied by employees housed in GSA office space--clerical, administrative, paraprofessional, professional, managerial, and executive--using either conventional furniture or furniture systems. The revised UR method develops a review threshold for assignments exceeding 125 square feet per person in the primary area. Assignments exceeding this threshold may be subject to further evaluation. When a request comes in at or below the threshold, GSA will expedite the request.

New assignments with fewer than eight employees are to be made at the most efficient utilization rate consistent with this regulation and sound principles of space planning and layout.

(c) Section 101-17.201(h) and (i) require that space needs in Primary office area be based on the number of personnel to be housed and that personnel also be used for calculating UR. The use of personnel provides a visible and readily verifiable indicator of space needs. This method is more accurate and reliable than methods using workstations. Space for secondary or shared workstations is provided in the Support area. In addition to secondary/shared workstations, the Support area consists of reception areas, conference rooms, storage areas, processing areas, libraries, file areas, and extraordinary circulation (see Section 101-17.600 for descriptions of Support areas). Support area needs are based on GSA client agency use of such space and the 22 percent reflects the inventory-wide average for GSA space. Support space does not include space classified as storage or special in Appendix A of this regulation.

Support area requirements have the greatest variation among agencies since these requirements are primarily mission driven. Support space needs will be developed using professional methods and techniques. Twenty-two percent is the threshold beyond which further evaluation may be required.

(d) The division of office space into Primary and Support areas is a useful way for agencies and GSA to analyze office space requirements. It provides agencies with a way to check their own estimates and also provides the flexibility to recognize agency mission differences in the requirements development process.

(e) Section 101-17.201(m) describes the use of Space Allocation Standards (SAS) to formally recognize agency space needs. Requests for space where there is an approved SAS that establishes standards different from those contained in this regulation shall refer to the approved SAS as supporting documentation. All SAS' in effect on or after January 1, 1987, will remain in effect.

Section 101-17.201 The space assignment process - agency development of need and GSA determination of requirements.

(a) This section describes the process for determining and documenting an agency's space needs and identifying the technical requirements and specifications that describe this need. These requirements are included in the Solicitation for Offers (SFO) and/or Request for Proposals for the lease and/or construction/alteration contract to ensure that all offerors are responding to the same need and to place the Government in the best possible competitive position.

(b) Requirements development is a joint GSA-agency responsibility. The agency is knowledgeable of its mission and program needs. GSA has the professional and technical knowledge and abilities to translate these needs into technical real estate requirements and deliver space that supports the agency's ability to execute its mission. It is the agency's responsibility to ensure that GSA has the information necessary to develop requirements in a timely manner. It is GSA's responsibility to provide the technical expertise necessary for timely requirements development.

(c) The space assignment process is designed to shorten and simplify space delivery; to promote a positive working relationship between GSA and client agencies, based on early joint planning; and deliver the optimum amount of space at the minimum cost to the Government. In this process, GSA assumes an early active role in the development of client agency requirements, and provides assistance in the preparation of the Request for Space (SF-81). The goal is to minimize and reduce the need for changes to requirements once the acquisition or alteration process has begun. This is accomplished by ensuring that requirements: are developed accurately, using professional space planning standards and techniques; reflect the true needs of the client agency; and are agreed to by GSA and the client agency early in the process.

(d) GSA has the responsibility to assign and reassign space in an efficient manner using professional space management techniques. In making its space assignments, each GSA regional office will consider the prudent and judicious use of Government funds and resources and will base its decision on local market conditions, available vacant space, restrictions imposed by furniture and equipment, professional space management principles, and agency mission needs. Whenever possible, GSA will satisfy new space requests through the reassignment of vacant available space in the inventory. GSA will advise agencies when the space requested has been determined to be unique agency space.

August 2, 1991

(e) Agencies requiring space shall contact the appropriate GSA regional office. Within 2 weeks of the Initial contact, GSA will formally acknowledge the initial contact via letter, and will identify a GSA point of contact.

(f) Agencies will be asked to assemble preliminary information and to notify the GSA contact when the information is available.

(g) GSA and the agency will jointly develop space requirements through the completion of the Space Requirements Worksheet (SF-81A), a Space Requirements Questionnaire and a Request for Space (SF-81). (See Section 101-17.4901 and Section 101-17.4901-81A, Standard Forms). In the requirement development process, GSA will place major emphasis on planning and programming to assure that the final space request accurately reflects the needs of the agency.

(h) In developing space requirements, the analysis will center on the two components of general purpose office space: the primary (or personnel-occupied) area, and the office support area. The requirements development process will define the functions of the space to be designed; identify special agency requirements; review existing conditions; analyze spatial relationships and adjacency requirements; and, through application of the accumulated data, formulate the optimum solution for meeting the total space need. Emphasis will be placed on agency documentation of support area requirements including secondary/shared workstations. The resultant office space will reflect the optimum square footage required for the activity involved at the least possible cost to the Government.

(i) Since the primary personnel-occupied areas in most GSA-controlled offices are similar in use and configuration, uniformity and consistency of space assignments within these areas should be readily attainable. Therefore, in assessing utilization rates for its space-assignments, GSA will focus on the square footage per person within the primary office area.

(j) The space allowance for the support area will be developed on the basis of professional standards and practices, and normally should not exceed 22 percent of the primary office requirement. (The specific amount of support space will be established during the analysis and planning process.) Support space requirements exceeding the 22 percent allowance will be subject to further analysis, and, possibly, higher level review within the GSA regional office. The support area will be

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

comprised of the areas described in Section 101-17.600, and will include secondary (or shared) workstation areas. Space requests within 125 square feet per person for primary office space plus 22 percent for support space will be subject to minimal review.

(k) Utilization targets for new space assignments will not apply to actions involving eight and fewer personnel. New assignments for eight and fewer personnel will be housed as efficiently as possible. The purpose of the exemption is to recognize that smaller assignments are sometimes more difficult to lay out efficiently. Therefore, they are not required to meet the same standard as large assignments. However, every effort shall be made to achieve the most efficient utilization rate possible in these assignments.

(1) Use of Standard Forms 81 and 81A, the forms identified in Section 101-17.201(g) above, is mandatory for all space requests to GSA. The Space Requirements Questionnaire must also be used, except in those cases where GSA determines that the size and complexity of the requirement does not demand the level of detail the form provides. Agencies may prepare the forms themselves (i.e., without GSA assistance) if they desire. Those so submitted will still be analyzed by GSA to verify requirements. Agencies are encouraged to obtain GSA assistance in preparation of the GSA Space Requirements Questionnaire.

(m) To assure uniform action on the part of GSA regional offices, GSA will use the data developed in the requirements development process to establish workstation typicals, support space typicals, test-case precedents, and Space Allocation Standards. These will all be used in developing subsequent space requirements in conjunction with the agencies or in reviewing requirements prepared by the agencies. Agencies interested in developing a space allocation standard should contact GSA's Office of Real Property Development (PQ), Washington, DC 20405. All standards negotiated since January 1, 1987, will remain in effect.

NOTE : Normal horizontal circulation is included in the space typicals developed by GSA. If, in GSA's judgment, there is an extraordinary circulation requirement (e.g., for safety, code, or security purposes) which exceeds the normal allowance, the excess amount will be regarded as support space.

(n) Upon completing assembly of all preliminary documentation including the SF-81A, the Space Requirements Questionnaire and all support data, the client agency and GSA shall complete the SF-81. This is a summary document that incorporates and

August 2, 1991

summarizes all information gathered. In signing the SF-81 the client agency certifies: the need for the space requested; that funds are available to pay for the space and alterations; that the delineated area was designated in accordance with appropriate laws and executive orders and meets agency mission needs; and that an agency representative (by name) is available to accompany GSA on the market survey.

(o) Even though the SF-81 formally identifies an agency's space requirement, the space process starts when an agency informs GSA it has a need for space. The purpose of the new requirements development process is to facilitate the delivery of space. It is GSA's aim that both formal and informal processes be completed as quickly as possible and both the requirements development and acquisition phases will be monitored for timeliness throughout the effort. GSA and the agency will jointly develop a space delivery schedule for each project.

(p) When appropriate, GSA will request agencies to submit GSA Form 144, Net Space Requirements for Future Federal Building Construction (see Section 101-17.4902-144).

(q) Agencies will financially responsible for losses incurred by the Government as a result of any failure on their part to fulfill a commitment to accept space. Agencies are also financially responsible for any additional costs resulting from changes to space requirements made by the agency after a lease or alteration contract has been awarded.

Section 101-17.202 Exception to submitting requests for space.

Section 101-17.202-1 General exceptions.

Standard Form 81 need not be filed by Federal agencies when the space desired or to be acquired is:

(a) General purpose office space of 2,500 square feet or less falling within the geographical area where leasing authority has been delegated to the agency (see Section 101-18.1 et. seq.).

(b) Special purpose space (see Section 101-17.102(hh) and Section 101-18.104) of 2,500 square feet or less irrespective of geographical location.

(c) Space acquired by the U.S. Postal Service.

(d) Space for short-term conference and meetings (see Section 101-17.203).

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

NOTE : Agencies are reminded of the need to maximize the use of vacant available Government-controlled space to meet their space requirements.

Section 101-17.202-2 Delegation of authority.

(a) Upon written request from an agency head, the Administrator may delegate authority to acquire space by lease when, in GSA's opinion, the delegation is in the best interests of the Government. GSA will specify the terms and conditions of any delegation in writing at the time the delegation is made. See Section 101-18.104.

NOTE : Agencies having a need for parking shall utilize available Government-owned or leased facilities. Agencies shall make inquiries regarding availability of Government-controlled space to GSA regional offices and document such inquiries. If no suitable Government-controlled facilities are available, an agency may use its own procurement authority to acquire parking by service contract. This determination can be made at the regional level and does not require the authorization of the Administrator of General Services.

(b) Agencies acting under delegations shall make every reasonable effort to utilize existing Government-controlled facilities before acquiring new space. Agencies shall make inquiries to GSA regional offices regarding the availability of Government-controlled space, and the agencies shall document their lease files if such space is not available. This documentation may be submitted on an SF-81 and shall include the date of contact and the name and position of the GSA individual contacted.

(c) Agencies acting under delegation from GSA are required to comply with all relevant sections of this part 101-17, other pertinent portions of Subchapter D - Public Buildings and Space, and the General Services Administration Acquisition Regulations.

Section 101-17.202-3 Action when existing space is not available.

(a) If no suitable federally controlled space is available, GSA will advise the requesting agency by returning a signed copy of the Standard Form 81, showing the action to be taken.

(b) When the agency has acquisition authority or has been delegated such authority by GSA, it may proceed to acquire the requested space consistent with existing laws and regulations. The signed copy of the Standard Form 81, if required, shall be attached to the leasing or related instrument made available to the General Accounting Office (GAO).

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(c) At the agency's option, GSA may take necessary action to acquire space for agencies having acquisition authority when the latter so requests.

Section 101-17.203 Space for short-term use.

Agencies having a need for facilities for short-term use (such as conferences and meetings, judicial proceedings, and emergency situations) shall utilize available Government-owned or -leased facilities. Agencies shall make inquiries regarding availability of Government-controlled space to GSA regional offices and document such inquiries as outlined in Section 101-17.202-2(b). If no suitable Government-controlled facilities are available, an agency may arrange for the use of privately owned facilities for a period not to exceed 180 days. Extensions beyond 180 days must be approved by GSA.

Section 101-17.204 Space requirements for ADP, office automation and telecommunications equipment.

Agencies requiring space for the Installation of specialized equipment shall provide information as described in Section 101-17.602. This information should be forwarded to GSA in sufficient time in advance of equipment delivery so that space can be provided in a timely and efficient manner. This information shall be incorporated into the delivery schedule developed in connection with the preparation of the Standard Form 81. (See Section 101-17.200(n).)

Section 101-17.205 Location of space.

(a) Each Federal agency is responsible for identifying the geographic service area; and for determining the delineated area within which it wishes to locate specific activities, consistent with its mission and program requirements, and in accordance with all applicable statutes, regulations and policies, including those identified in Section 101-17.101(e)-(h). Specifically, under the Rural Development Act of 1972, as amended, agencies are required to give first priority to the location of new offices and other facilities in rural areas. The agency shall submit to GSA a supportive statement explaining the basis for the delineated area.

(b) For purposes of determining the requested delineated area for prospectus level space projects, client agencies must consider the impact of the following economic factors in those instances where their mission does not dictate a specific geographic area.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(1) The availability of local labor pools. Potential sources for this data are labor unions, city planning or economic development agencies, local chambers of commerce, and the Bureau of Labor Statistics.

(2) Pay differential for Federal employees in high cost versus low cost areas. This information may be obtained from the Office of Personnel Management (OPM), or the agency personnel office.

(3) Real estate costs, including analysis of the cost of space in metropolitan (urban) as well as non-metropolitan (rural) areas. Client agencies will contact the GSA Central Office to request rental rates for areas under consideration. The regional Real Estate Divisions of GSA will develop the appropriate information when requested by the GSA Central Office. The use of GSA real estate rental rates for agency economic evaluations will ensure consistency with the rates used in GSA prospectuses.

(4) The value of local incentives offered by communities to attract Federal activities. This information should be obtained on a jurisdictional, rather than a site-specific basis. Only local incentives-offered by Governmental bodies are to be considered.

(5) Agency relocation costs for personnel and equipment. GSA will provide typical moving costs for work stations and common office equipment to assist client agencies in developing this information. OPM may be consulted by client agencies to obtain information related to relocation of personnel.

NOTE : The client agency will be required to provide GSA a summary of its analysis under paragraph (b). The summary should be of sufficient depth to enable GSA to clearly understand the agency's mission needs and the data developed for each economic factor, including the source for the data. It should identify locations considered, state the level of importance of each factor and the impact of each factor upon the conclusions drawn by the agency in reaching its location decision. If required by GSA, the client agency shall provide more detailed documentation of its evaluation for OMB and Members of Congress.

(c) GSA shall survey agencies' mission, housing, and location requirements in a community and include these considerations in community-based policies and plans. These plans shall provide for the location of federally-owned and

August 2, 1991

leased facilities, and other interests in real property including purchases, at locations which represent the best overall value to the Government consistent with agency requirements.

(d) Whenever practicable and cost-effective, GSA will consolidate elements of the same agency or multiple agencies in order to achieve the economic and programmatic benefits of consolidation.

(e) GSA will consult with local officials and other appropriate Government officials and consider their recommendations for, and review of, general areas of possible space or site acquisition. GSA will advise local officials of the availability of data on GSA plans and programs, and will agree upon the exchange of planning information with local officials.

(f) In satisfying agency requirements in an urban area, GSA will review agency requested delineated areas to ensure that the areas are within the centralized community business areas (CBAs) and adjacent areas of similar character, including other specific areas which may be recommended by local officials in accordance with Executive Order 12072. When developing the requested delineated area, the client agency shall comply with the requirements of Executive Order 12072 which requires that first consideration be given to CBAs and other designated areas. If the delineated area requested is outside the CBA, in whole or part, the client agencies must provide GSA with adequate justification to support the delineated area. GSA will consult with local officials to identify CBAs. Each GSA regional office will provide, upon agency request, a description of the identified CBA for the community in which the agency requires space.

(g) GSA is responsible for reviewing an agency's delineated area to confirm that, where appropriate, there is maximum use of existing Government-controlled space and that established boundaries provide competition when acquiring leased space.

(h) The presence of the Federal Government in the National Capital Region (NCR) is such that the distribution of Federal installations will continue to be a major influence in the extent and character of development. These policies shall be applied in the GSA National Capital Region on the most cost-effective basis, in conjunction with regional policies established by the National Capital Planning Commission and consistent with the general purposes of the National Capital Planning Act of 1959 (66 Stat. 781), as amended. These policies shall guide the development of strategic plans for the housing of Federal agencies within the National Capital Region.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(i) Consistent with the policies cited in paragraphs (a), (c), (d) and (e) above, the use of buildings of historic architectural, or cultural significance within the meaning of Section 105 of the Public Buildings Cooperative Use Act of 1976 (90 Stat. 2505) will be considered as alternative sources for meeting Federal space needs.

Section 101-17.206 Move policy.

The situations which cause an agency to move and the responsibility for the relocation costs are indicated below. GSA is responsible for determining the most beneficial alternative course of action in each situation. (See Section 101-17.101(i)(2) for a discussion of the telecommunications policy for GSA moves.)

(a) Lease expiration. GSA will determine if it is cost-effective to the Government to seek alternative leased space. Generally, this process will begin 18-24 months prior to lease expiration (or earlier for prospectus level projects) so that agencies have time to budget for expenses associated with above-standard alterations and telecommunications. When suitable federally owned or leased space is available to replace an expiring leased location, such space will be utilized in lieu of seeking alternate replacement leased space and the "lease expiration" funding responsibilities outlined in the matrix under Roman numeral "I" below will apply.

(b) Agency expansion. New requirements may generate the need for additional space. This can be provided at the existing location as contiguous expansion space, at a new location by separating the existing assignment from the new requirement, or by relocating the existing assignment and collocating with the expansion requirement at a new location. Acquisition of expansion space shall be scheduled to coincide with lease expiration to the maximum extent practicable. Responsibility for the costs of providing expansion space is as follows:

(1) GSA will pay for standard alterations in the expansion space (see Section 101-17.208).

(2) The expanding agency will pay for all of its telecommunications and above-standard requirements.

(3) When an expanding agency has a justifiable need for contiguous expansion space and has to displace a neighboring agency, the expanding agency shall pay for its own moving costs, the displaced agency's moving cost and replication of the current above-standard alterations and "like telecommunications service".

August 2, 1991

(c) Consolidation. It is Federal Government and GSA policy to continually review the opportunities for consolidating several locations into one location. GSA shall prepare an economic analysis that demonstrates the cost effectiveness of consolidation. To the maximum extent practicable, agency consolidation shall be planned to coincide with lease expiration in order to keep costs to a minimum and reduce adverse impacts on agencies. When an agency consolidation is GSA-directed, GSA will pay for standard alterations, above-standard alterations, moving costs and like telecommunications service.

Consolidations include both single and multiple agency relocations to a single facility. They may involve the backfill of vacant federally owned or leased space, or the construction or acquisition of new federally owned or leased space to house one or more agencies. Where agencies moving to such consolidated facilities are relocating from an expiring leased location, the "Lease Expiration" funding responsibilities outlined in the matrix under Roman numeral "I" below apply. Where a relocation is not related to a lease expiration, GSA will apply the appropriate funding responsibilities as outlined in the matrix, under Roman numeral III.

(d) Emergency relocation. An emergency relocation results from an extraordinary event such as a fire, natural disaster, or immediate threat to the health and safety of occupants of the space which renders the current space unusable and requires that it be vacated. In these cases, it is necessary to act swiftly and expeditiously to react to the emergency. This may require obtaining approvals and funding authorizations from OMB and Congress. It is best to have a central coordinator for such a task and GSA is suited for this role. GSA will be responsible for paying standard alterations, existing above-standard alterations, moving costs and like telecommunications service for emergency relocations. In cases where a significant Rent increase results from an emergency relocation, the agency will be relieved of the new Rent until the beginning of the fiscal year immediately following the first full fiscal year after the relocation occurred.

(e) Repair and alteration relocations. When an agency is displaced by construction activities in its assigned space resulting from a GSA repair and alteration project, GSA will be responsible for funding standard alterations, replication of existing above-standard alterations, moving costs and like telecommunications service.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

A summary of relocation situations and identification of the responsible party (GSA or agency) is as follows:

	<u>MOVE SITUATIONS</u>	<u>STANDARD ALTERATIONS</u>	<u>EXISTING ABOVE STD. STANDARD</u>	<u>MOVING COSTS</u>	<u>TELECOM- MUNICATIONS*</u>
I.	Lease Expiration -	GSA	Agency	GSA	Agency
II.	Agency Expansion -				
	1. Avail Contiguous	GSA	Agency	GSA	Agency
	2. Unavail Contiguous	GSA	Agency	GSA	Agency
	3. Split Assignment	GSA	Agency	GSA	Agency
	4. Displaced an agency				
	A. Expanding Agency	GSA	ExpAgc	ExpAgc	ExpAgc
	B. Displaced Agency	GSA	ExpAgc	ExpAgc	ExpAgc
III.	Consolidations				
	Agency Initiated	GSA	Agency	GSA	Agency
	GSA Initiated	GSA	GSA	GSA	GSA
IV.	Emergency -	GSA	GSA	GSA	GSA
V.	Repair/Alterationa -	GSA	GSA	GSA	GSA

*Effective October 1, 1991

NOTE : Agencies shall be responsible for funding all above-standard-alterations and telecommunications not-currently provided in their existing location.

(f) Preparation of agency budget estimates. GSA will give agencies sufficient advance notice of lease expiration (18-24 months) to allow them time to budget for the costs of potential moves. GSA will provide technical support to assist agencies in the techniques of preparing budget estimates.

Section 101-17.207 Applications of socioeconomic considerations.

When actions are proposed to accomplish the reassignment or utilization of space through the relocation of an existing major work force, the impact on employees with low and moderate incomes and minority employees shall be considered. Under these circumstances, the requesting agency shall consult the Department of Housing and Urban Development in accordance with the Memorandum of Understanding between the Department of Housing and Urban Development and the General Services Administration. (See Section 101-19.4800 for text).

Section 101-17.208 Standard alterations.

(a) Standard Alterations (SA's) are those alterations necessary to prepare an agency's space to meet a particular classification, i.e., office, storage, or special space, and

August 2, 1991

permit occupancy of the space. Consistent with its responsibility to provide commercially comparable space, GSA will fund the cost of SA's. The alterations necessary to provide space at the classification requested by an agency are indicated in Appendix A of this part. Also shown are examples of items that are above-standard for the classification.

(b) There are situations when an agency's requirements exceed the standard level for a particular classification of space. In such cases, the requesting agency shall submit a GSA Form 2957, Reimbursable Work Authorization (RWA), to GSA to pay for the cost of the above-standard items including the cost of necessary design work. GSA will provide technical assistance to agencies in developing these costs. GSA cannot obligate funds for the acquisition or alteration of space without the RWA.

(c) In situations where GSA alteration funds are unavailable within the timeframe requested by the agency, and the work is funded reimbursable and results in a higher cost space classification, the Rent rate per square foot will not be increased until the beginning of the fiscal year immediately following the first full fiscal year after the start of the alterations project. This will permit the requesting agency to budget for the increased Rent rate. The project start date is defined as the date the alteration request is received by GSA from the agency. If the alterations result in a lower cost space classification, the reduced Rent rate per square foot will be effective upon completion of the alterations.

Section 101-17.209 Wellness/physical fitness facilities.

Appendix B of this part sets forth the standard alterations provided by GSA for wellness/physical fitness facilities, and establishes criteria for the establishment of such facilities in GSA-controlled space.

Section 101-17.210 Child care centers.

Pursuant to 40 U.S.C. 490b, Federal agencies are authorized to allot space in Federal buildings to individuals or entities who will provide child care services to Federal employees. Federal agencies in GSA-controlled space are responsible for determining their respective child care needs and then requesting the appropriate space from GSA. Upon receipt of such a request, along with the results of a needs assessment survey indicating sufficient employee interest, GSA will provide the standard alterations for the child care center. (See Appendix C of this part).

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

Section 101-17.211 Centralized services in Federal buildings.

See 41 CFR 101-5, regarding the establishment of centralized services in multi-occupant Federal buildings.

Section 101-17.212 Reviews and appeals of space assignments.

101-17.212-1 Formal review.

A request for a formal review of a space assignment or space acquisition action shall initially be submitted to the appropriate GSA regional office by the agency official authorized to sign the Standard Form 81, Request for Space. A request for a formal review shall be in writing and shall include all pertinent information and supporting documentation. The GSA Real Estate Division will verify the data, perform additional investigations, as necessary, and issue a decision.

101-17.212-2 Initial appeal.

(a) Within 15 calendar days after receiving the decision, the regional agency head or his/her designee may submit an appeal of the decision to the appropriate GSA Regional Administrator. In the appeal, the agency official shall state, in writing, the basis for the request for formal review.

(b) Within 15 calendar days, the GSA Regional Administrator will notify the agency of his/her decision. In cases requiring more detailed analysis than can be accomplished in 15 days, the Regional Administrator will notify the agency and establish a date on which his/her decision will be rendered.

101-17.212-3 Final appeal.

Within 15 calendar days after the agency has been notified of the Regional Administrator's decision, a final appeal may be filed by the agency head with the Administrator of General Services. The Administrator will render GSA's final decision within 30 calendar days of receipt of the appeal whenever possible; if additional time is required, the Administrator shall notify the agency of the date a decision will be made.

SUBPART 101-17.3 UTILIZATION OF SPACE

Section 101-17.300 Responsibility of GSA.

(a) GSA shall conduct space inspections and space utilization surveys to promote and ensure efficient utilization, recapturing for release or reassignment any space the agencies do

August 2, 1991

not justify as being required. The agency will be provided with a written summary of significant findings and recommendations, together with data concerning improvements which are planned by the agency, and those which are planned by GSA.

(b) GSA will maximize the use of vacant space in its inventory. All new requests for space will be carefully screened against vacant available space. GSA, in consultation with the requesting agency, will determine whether the request will be satisfied through the reassignment of suitable vacant space before action is taken to acquire new space.

(c) GSA will be responsible for promptly correcting an agency's assignment records, and for providing the agency a timely record reflecting that the change has been made.

Section 101-17.301 Responsibility of agencies.

Agencies shall cooperate with GSA in the assignment and utilization of space. Agencies shall:

(a) Furnish information regarding the use of assigned space;

(b) Furnish data on personnel consistent with budget submissions to the Office of Management and Budget (OMB) with the existing appropriations;

(c) Continually study and survey space occupied to ensure efficient and economical utilization of space consistent with the minimum amount required to perform the agency mission; and

(d) Promptly report to GSA any space which is excess to their needs for assignment to other agencies.

Section 101-17.302 Procedures for agency-initiated relinquishment of space.

(a) An agency occupying GSA-controlled space shall notify the appropriate GSA regional office as soon as possible, but at least 120 calendar days before vacating, whenever space is no longer needed. Notification shall be in writing, giving a description of the space, a floor plan, and the estimated date of release.

(b) When a portion of space is relinquished, that space shall be consolidated and made accessible and readily assignable or marketable. Expenses required to alter the space to these

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

conditions shall be borne by the agency. Agencies should contact the GSA regional office to determine alteration requirements prior to initiating such alterations under their own authority.

(c) The agency shall be responsible for space charges until the date of release specified in the notification, or until the date space is actually vacated, whichever occurs later. When an agency has not made timely notification to GSA, that agency shall be responsible for space charges for a period of 120 calendar days following the date of notification or until the space has been reassigned, or terminated, whichever occurs first.

(d) When the space relinquished is "unique agency space," the agency shall also be responsible for space charges for a period of 120 days following notification. Further, beyond 120 days the agency shall be responsible for actual expenses incurred by GSA until:

(1) The space is assigned or otherwise disposed of by GSA, or

(2) The expiration of the term specified on the most recent Standard Form 81 applicable to the area in question.

(e) Agencies who commit to occupy space but never occupy that space are responsible for space charges for 120 days from the day they notify GSA that the space is not required. If the space is unique agency space, the provisions of Section 101-17.302(d) shall apply.

(f) When an agency is responsible for the operation, maintenance, and protection of Government-owned space assigned by GSA, and the agency determines that this space is no longer needed, the agency shall notify GSA at least 6 months before relinquishing the space. The operation, maintenance, and protection of the space shall continue to be the responsibility of the agency until the beginning of the next fiscal quarter following the end of the 6-month period.

SUBPART 101-17.4 SPACE PROGRAMING, LAYOUT, AND DESIGN SERVICES.

Section 101-17.400 Initial layout services.

(a) GSA recognizes that professional space programming and layout are necessary preconditions to achieving optimum space usage at a minimum cost to the Government and for the successful accomplishment of standard alterations and modifications to existing space.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(b) GSA will provide space programming and/or layout services for an initial space assignment; for expansion of an existing assignment; or for a GSA directed move at no cost to the agency. All requests shall be made to the appropriate GSA regional office.

(c) Agencies may also request other services in conjunction with initial layouts, such as master planning, macro-level programming, and interior design. GSA will consult with the agency to determine the scope of assistance required. Such services will be provided on a reimbursable basis. Agencies must certify the availability of funding before performance of services.

Section 101-17.401 Other services.

Agencies may request space programming, layout and interior design services for space actions other than initial layouts, such as reconfiguration of existing assignment, alterations, reductions, consolidations, requested relocations, and as-built drawings. Such services will be provided on a reimbursable basis. Agencies must certify the availability of funding before performance of services.

Section 101-17.402 Provision of services.

(a) No Federal agency occupying GSA-controlled space shall contract for these services without first consulting GSA. GSA may provide requested services through use of In-house professional staff or contracted professional space planning firms. In order to meet contractual commitments, avoid duplicated services and/or ensure cost-effectiveness, GSA may require agencies to use GSA space planning contracts.

(b) In the event that GSA is unable to provide requested services, either in-house or by contract, agencies may request a project waiver from the provisions of Section 101-17.402(a) above to procure such services on their own authority. The request should be made to the GSA regional Public Buildings Service and should document the unavailability of GSA-provided services, the basic scope of service required, and the name, location, and size of the project. If the request is approved by the regional office, the agency shall consult with GSA on contract scope, tasks, and deliverables.

(c) Regardless of the method used to provide these services, work performed on an agency's behalf in GSA-controlled space will be reviewed and approved by GSA to ensure that no

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

adverse impacts on mechanical or utility systems, structural integrity, fire and safety requirements, or assignment management considerations would result.

(d) Requests for services which apply across GSA regional boundaries, such as development of nationwide bureau-level Space Allocation Standards, shall be made to the GSA Central Office, Office of Real Property Development (PQ), Washington, DC 20405.

(e) GSA will provide services on a reimbursable basis and on request for agency-controlled space as resources permit; however, priority must be given to requests from agencies occupying GSA-controlled space.

SUBPART 101-17.5 ANNUAL CENSUS.

GSA will conduct an annual census to determine space efficiency. A computer printout will be distributed for each agency assignment by the GSA regional office. Verification of the data requires an agency representative to provide the peak number of personnel to be housed during the fiscal year. This printout is to be returned to the appropriate GSA regional office within 30 days of receipt.

SUBPART 101-17.6 ILLUSTRATIONS.

Section 101-17.600 Illustrations of office support space.

The following list describes the types of space included in the support area component of general purpose office space:

Support Area	Description
Reception/waiting area	Identifiable (i.e., individually distinct) area of the office used for walk-in patron/clientele traffic and/or specific waiting area associated with conference room.
Hearing/meeting/interview areas	Identifiable area(s)/room(s) established specifically for one or more of the listed purposes.

August 2, 1991

Support Area	<u>Description</u>
File areas	Centralized files of material primarily from outside the operational unit (e.g., job applications, mortgage applications, etc.); Official personnel files maintained by a central personnel office; active files of cases under adjudication that must be maintained in compliance with legal requirements or mission demands. All such files must be housed in a distinct area separated from other files.
Central storage areas	Separate areas used for central storage of supplies (may be physically secured with restricted access). Limited to one such space per operational unit site.
Processing areas	Space dedicated to a machine or a process, including copier rooms, mail rooms, microfiche areas, computer terminal areas, dry labs.
Library/reference area	Areas dedicated to functions normally associated with libraries; library/reference areas required by statutes, regulation, or mission. Libraries with no special features.
Secondary/shared workspace	Nondedicated workstations used more than 50 percent of the time by two more persons occupying a space assignment during an 8-hour shift. It functions in support of the occupant agency's mission and is housed outside primary personnel-occupied office area.
Extraordinary circulation space	Horizontal circulation space which GSA determines must be provided to meet such needs as safety, security, and code requirements, and which exceeds the normal circulation included in GSA's space typicals.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

Section 101-17.601 Space classifications and standard alterations.

Appendix A outlines the various classifications of general purpose office and related space and their associated standard alterations. Also shown are examples of items that are above-standard for the classification.

Section 101-17.602 Space for data processing, office automation, and telecommunications equipment.

This section contains the Information required on space requests for these specialized functions.

(a) Agencies requiring space for the installation of such equipment must provide the following information in addition to the requirements of Section 101-17.203:

(1) Type of equipment (including make, model number, manufacturer, and number of units of each);

(2) Space and environmental requirements, including:

(i) Floor weight (lbs.);

(ii) Machine dimensions (width, depth, and height in inches);

(iii) Service clearance (front, rear, right and left sides);

(iv) Power in voltage and kv.-a, (starting loads and operating loads);

(v) Heat dissipation in B.T.U./hr. and air flow (c.f.m.); and

(vi) Need for raised floor, acoustic ceiling, and air-conditioning.

(3) Related requirements, such as storage space for supplies, tapes, and disks; workspace, including desk and aisle space; and future expansion needs;

(4) Agency responsibility for funding; and

(5) Required occupancy date.

August 2, 1991

(b) The above information should be provided as separate supplemental data to Standard Form 81, Request for Space, and forwarded to the GSA regional office. The space requirements indicated on Standard Form 81 must include the space requirements for all components of Automated Data Processing, Office Automation and Telecommunications Equipment. The supplier should be consulted prior to establishing space needs in order to ascertain any specific or peculiar space requirements of the equipment involved.

(c) It is essential that this information regarding the requirement for such space be transmitted to GSA as far as possible in advance of delivery of equipment (preferably 18 months or more) so that space can be provided in a timely and economical manner.

SUBPARTS 101-17.7 thru 101-17.46 [Reserved]

SUBPART 101-17.47 EXHIBITS

Section 101-17.4700 Scope of subpart.

This Subpart 101-17.47 illustrates information referred to in the text of Part 101-17 but not suitable for inclusion elsewhere in that part.

Section 101-17.4701 Memorandum of Understanding between the
U.S. Department of Agriculture and the
General Services Administration concerning
the location of Federal facilities.

Memorandum of Understanding between the U.S. Department of
Agriculture and the General Services Administration" concerning
the location of Federal facilities.

Purpose. The purpose of this Memorandum of Understanding is to provide an effective arrangement whereby the Department of Agriculture and the General Services Administration will cooperate to implement the National Urban Policy. This memorandum requires that in urban communities, offices and facilities of the Department will be located in central business areas wherever such location is consistent with program requirements.

1. The President's March 27, 1978, message on urban policy included a directive to the General Services Administration to retain Federal facilities in urban areas and to put new ones there.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

2. On August 16, 1978, the President signed Executive Order 12072, "Federal Space Management," which requires the location of Federal facilities in such a manner as to strengthen the Nation's cities, and mandates that in urban areas first consideration be given to locating Federal facilities in the central business area or adjacent areas of similar character.

3. The Secretary of Agriculture recognizes the significant role the Department can play and the need to assist the Administrator of General Services in carrying out the requirements of Executive Order 12072.

4. The Rural Development Act of 1972, as amended, requires that consideration be given to locating Federal facilities in rural areas, and Executive Order 12072 on Federal Space Management is consistent with the requirements of the Rural Development Act in that it concerns the location of agencies subsequent to considering the requirements of the Act.

5. It is the policy of the Department of Agriculture to house within the same building (collocate) the county level offices of the Agricultural Stabilization and Conservation Service, Cooperative Extension Service, Federal Crop Insurance Corporation, Farmers Home Administration, and Soil Conservation Service, as well as local offices of other Agriculture agencies delivering services at that level. The General Services Administration supports this policy.

6. The Department of Agriculture and the General Services Administration agree that:

a. The program and mission requirements of the agencies of the Department permit most of their offices and facilities above the county level to function suitably in the central business area of the urban areas where they are located. This includes all regional and State offices, certain research facilities, and all agencies whose operations are not affected in the delivery of services by location.

b. First consideration will be given to housing county level field offices in federally controlled space in the central business area of urban areas and incorporated rural communities. However, in cases where federally controlled space is available it must be economically adaptable to meet Agriculture needs in a timely manner (including the total needs for collocated facilities). Otherwise, the primary locational consideration shall be the program requirements of the agencies and accessibility for their clientele. In such instances, the outskirts of the cities and towns are more appropriate for these activities. Additionally, central business district locations are often not

August 2, 1991

suitable for Forest Service District Ranger offices and other offices with special program needs for specific locations, such as plant, grain, animal, meat inspectors, and certain research facilities, or cooperative functions with State and local governments.

7. Therefore, this agreement will govern the acquisition of space by the General Services Administration for the Department of Agriculture, and the Department using Its own or delegated leasing authority.

When a variance from this agreement is requested by either agency it shall be the responsibility of the requesting agency to present a compelling and fully substantiated case.

8. The terms "urban area" and "central business area" are used in accordance with the definitions in the Federal Property Management Regulations.

9. This agreement and guidelines shall remain in effect until canceled by one or both parties on 90 days notice.

10. The parties to this Memorandum of Understanding agree to meet and review this agreement for effectiveness after the conclusion of 1 year.

Jim Williams.
Acting Secretary of Agriculture

Dated: October 25, 1979.
R. G. Freeman III.
Administrator of General Services.
Dated: December 29, 1979.

Guidelines in Support of Memorandum of Understanding Between
the U.S. Department of Agriculture and the General Services
Administration Concerning the Location of Federal Facilities

The Memorandum of Understanding will permit the Department to support GSA in implementing Executive Order 12072, particularly the requirement to locate Federal facilities in the central business area of communities, while at the same time recognizing the location requirements of certain special facilities and the county level field service offices. This will assist the Department in its collocation policy for country level offices and other local offices of Agriculture agencies delivering service at that level. The objectives of this policy are to:

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

Provide better service to clients through one stop access and improved office coverage;

Increase public participation in conservation and stabilization through increased, exposure to the full range of available programs;

Disseminate information to more prospective users by directing the clients of one agency to the services of another;

Improve the cooperation of Federal, State, and county program administration;

Achieve administrative economies;

Enable closer coordination of Agriculture county level programs at the delivery point:

To achieve these goals, the support of GSA is required by treating these offices as a single unit leasing actions when requested by the Department.

Because of the differences in the ways in which the involved agencies are required by statute to procure and manage space, accommodations in leasing arrangements and charges are necessary to permit maximum collocation. For example, space of Cooperative Extension Service (CES) is provided or funded by the county government. In cases where CES cannot locate in Federal space, and the Department does not have delegated leasing authority, GSA should, consistent with the Federal Procurement Regulations and the Federal Property Management Regulations, lease space from or through the county in order to permit collocation.

For similar cases in which Agriculture county offices are working through cooperative efforts with State and county counterparts (e.g. Conservation Districts, State Forestry Offices, County Planning Boards, Representative Committees), and the Department does not have delegated leasing authority, GSA should, consistent with the Federal Procurement Regulations and the Federal Property Management Regulations, acquire space to permit the Agriculture offices to be located with these State and local groups.

Agriculture county level office programs are largely service oriented and depend on voluntary public participation for their effectiveness in achieving key national objectives of resource conservation, economic stabilization, and rural development. It is necessary that GSA recognize that location, provision, maintenance, and accessibility of county office facilities have a direct and significant impact on achieving this mission and must be administered accordingly.

August 2, 1991

Consistent with the Rural Development Act of 1972, as amended, the new Executive Order on Federal Space Management will not be used as a basis for moving Agriculture offices from rural to urban communities.

All Agriculture regional offices, State offices, and certain research facilities, and all agencies whose operations are not affected by location will be located in the central business area of the community in which they are located whenever such location is consistent with program requirements. Exceptions will be considered only on a case-by-case basis where application of this policy represents clearly demonstratable and quantifiable inhibitions to the delivery of program services.

First consideration will be given to housing county level field offices in federally controlled space in the central business district of the community. Exceptions, in addition to lack of sufficient economically adaptable space, must be based on clearly demonstrable inadequacies, such as inadequate parking for clientele, prohibition of trucks and other commercial vehicles on the streets leading to the building, location of the building in a community outside the area being served, failure to meet the handicapped requirements, unsafe or unhealthful working conditions.

Section 101-17.4702 Memorandum of agreement between the General Services Administration and the U. S. Postal Service for implementing the President's urban policy.

Agreement between the General Services Administration and the U. S. Postal Service for Implementing the president's Urban Policy .

GSA--USPS Urban Policy Memorandum of Agreement

Whereas the United States Postal Service, hereafter called USPS, and the General Services Administration, hereafter called GSA, share common goals and common needs in carrying out their missions and in implementing the President's urban policy by locating facilities in Central Business Areas (CBA) of Urban Areas (UA), and,

Whereas for the purpose of this agreement a UA means any Standard Metropolitan Statistical Area (SMSA) as defined by the Department of Commerce. An area which is not an SMSA is classified as an urban area. if it is one of the following:

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

(1) a geographical area within the jurisdiction of any incorporated city, town, borough, village or other unit of general local government, except county or parish, having a population of 10,000 or more inhabitants; (2) that portion of the geographical area within the jurisdiction of any county, town, township, or similar governmental entity which contains no incorporated unit of general local government but has a population density equal to or exceeding 1,500 inhabitants per square mile; and (3) that portion of any geographical area having a population density equal to or exceeding 1,500 inhabitants per square mile, situated adjacent to the boundary of any incorporated unit of general local government which has a population of 10,000 or more inhabitants; and CBA means those areas within a central city in an SMSA or those areas within any non-SMSA urban area which encompass the community's principal business and commercial activities, and the immediate fringes thereof, as geographically defined in consultation with local officials. A central city means any city whose name appears in the title of an SMSA, and,

Whereas GSA and USPS believe that the public welfare can be better served by increased cooperation between the two agencies, and,

Whereas the existing agreement does not cover all areas of agreement and cooperation necessary to promote those goals and needs which are desirable between the two agencies.

Now therefore, USPS and GSA agree to the following principles:

I. In order to better attain the goals of Executive Order 12072, Federal Space Management, and the President's Urban Policy, USPS and GSA agree to take steps to improve coordination of planning activities for new facilities in urban areas, including the following:

A. In planning to construct a facility in a community, USPS and GSA will give preference to locating such facilities in the CBA unless the program requirements of the activities to be housed dictate that the facility be located elsewhere in the urban area.

B. As early as possible in the planning of a project to be satisfied by new construction in a CBA, the planning agency shall notify the other agency of the proposed project. If both USPS and GSA agree that a joint project is economically beneficial, then a determination will immediately be made as to which agency will be responsible for the planning; the basis for this

August 2, 1991

determination will be occupancy in excess of 55 percent of the proposed space, i.e., unless USPS will occupy over 55 percent of the net Rental area, GSA will be the owner agency. Regardless of which agency is the owner agency, the tenant agency will guarantee occupancy of the space planned for that agency for a minimum period of 10 years, unless another period of time is mutually agreed upon by both agencies.

(1) General Services Administration.

(a) Projects requiring congressional approval.

(NOTE: Prospectus levels discussed in this section have been changed by the Public Buildings Amendments of 1988. See Public Law 100-678, 40 U.S.C. 606.) Lease construction projects having an annual net Rent of \$1,500,000 or more or Federal construction and repair and alteration projects having a total project cost of \$1,500,000 or more require approval of a prospectus or a Report of Building Project Survey by the Public Works Committees of the Congress.

When such a project is in the preparation stage, GSA's regional office will notify the appropriate USPS regional office that it is contemplating a project in the CBA. If USPS has a long-range space requirement that could be satisfied in the CBA, it will advise GSA's regional office so that space may be included in planning the proposed project. When GSA's Central Office submits the prospectus for the proposed project to the Office of Management and Budget for approval and subsequently to the Public Works committees of the Congress for authorization, copies of the prospectus will be furnished to the USPS Headquarters office and the appropriate USPS regional office. At any time during the planning and approval process that USPS determines it does not have a requirement for space, the USPS Headquarters office will advise the GSA Central Office of this requirement change. Prior to commencing with the design of the building, the GSA regional office will obtain the final space requirements from the USPS regional office along with a firm commitment to occupy the space for a minimum period of 10 years, or any other time that is mutually agreed upon between the two agencies.

(b) Projects not requiring congressional approval.

When GSA plans a project not requiring congressional approval and to be located in the CBA, GSA's regional office will notify the appropriate USPS regional office. If USPS has a long-range space need that could be satisfied in the CBA, it will advise GSA's regional office so that space may be included in the proposed project. Prior to GSA soliciting offers requesting firm proposals to lease the required space, the GSA regional office

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

will obtain the final space requirements from the USPS regional office along with a firm commitment to occupy the space for a minimum period of 10 years or as may be mutually agreed upon between the appropriate regional offices of the USPS and GSA.

(2) United States Postal Service.

(a) Within 7 days after approval of the USPS 5 year budget plan, the Postal Service will provide GSA with a list of approved projects. If GSA wishes to participate in any of the planned projects. GSA will advise USPS of its interest in participation within 90 days after notification by USPS, give an estimate of the amount and type of space required, and will commence necessary studies to develop firm space needs.

When GSA indicates an interest in participation, the USPS responsibility for planning activities shall then coordinate space planning activities with the appropriate GSA region so that an adequately sized site is acquired for the facility. Prior to commencement of design of the building, GSA shall furnish final space requirements to the USPS and a firm commitment to occupy the space for a minimum period of 10 years or any other term that may be mutually agreed upon by both agencies.

(b) During the USPS planning phase of the project, the contact point for GSA within the Postal Service will be the Director, Real Estate and Buildings Department, for the USPS region responsible for the planning.

After approval and authorization of funding by the USPS for the project, the USPS point of contact shall remain the same, unless the project has been determined to be a major USPS facility. In such cases, the GSA Commissioner, Public Buildings Service, will be notified that the new point of contact will be the Assistant Postmaster General, Real Estate and Buildings.

c. Both agencies recognize that decisions to occupy space are based on an expected period of occupancy. Delays in the planning, approval, funding and start of design phases of a project could alter these decisions. It is therefore agreed that both parties will provide an expected date that space will be available at the time of initial project notifications. Project delays occurring at any time from initial notification through start of design will be reported to the tenant agency and may be cause for cancellation of any commitment to occupy space.

D. When USPS or GSA has control over a site in the UA which is needed by the other agency for a project, the agencies agree to make such sites available to each other to the maximum extent practicable and possible under laws and regulations governing

August 2, 1991

each agency, i.e., one agency acquiring a site by transfer from the other through the land bank or GSA obtaining an assignable option from USPS for a lease construction project.

II. When GSA or USPS seeks leased space, available space in both agencies' inventories shall be considered before any advertisement for privately owned space. If the available space is not acceptable to the acquiring agency then the acquiring agency shall advise the holding agency and allow the holding agency sufficient time to accommodate the acquiring agency's objection, provided the mission need of the tenant agency will not be adversely affected by the delay. If the space would be suitable with alterations which would normally be the responsibility of the owner agency, but the owner agency does not have funds to make those alterations, then the tenant agency may fund the alterations. In such cases, the Rent charged the tenant shall be based upon the condition of the space prior to the alterations and the space will not be subject to preemption by the owner agency for a period of 10 years or such other time to which the two agencies shall agree. In any case, the period shall not be less than 3 years.

In the case of Renting, the acquiring agency shall guarantee to the holding agency continued occupancy of a period sufficient to amortize construction costs whenever extensive repairs and remodeling are required. Repairs and alterations shall be made in accordance with existing agreements.

III. It is recognized that both agencies have a vested interest in conserving energy; therefore, to ensure that both agency benefit from the experience and technology of the other, it is agreed that each agency will furnish to the other reports, studies, research, and development data in the field of energy conservation once this information is accepted by the contracting agency. Additionally, internal policies and procedures relating to energy conservation shall be exchanged as they are issued.

IV. Both agencies recognize the national interest in preserving historic buildings, each having several hundred designated historic properties in its inventory. In order to conserve our Nation's cultural heritage, It is agreed that, as early as possible, in the planning process each agency will notify the other as to its need to vacate an historic building so that the other may give proper consideration to acquiring and utilizing such property.

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

V. It is recognized by both agencies that improved communications between USPS and GSA will benefit not only both agencies, but also all Federal agencies, local jurisdictions, and the general welfare. Many of the misunderstandings result from problems and situations which are not covered in the present agreement between the two agencies (dated August 1974).

Therefore, it is agreed that the existing agreement shall be amended and approved by both agencies no later than June 30, 1979. It is also agreed that the Commissioner of the Public Buildings Service of GSA and the Assistant Postmaster General, Real Estate and Buildings Department of the United States Postal Service, shall meet annually in September to review the continuing working relationship of the agencies. Such meetings will commence in September 1979.

It is also agreed that the terms of the agreement between GSA and USPS shall be equally binding on both agencies, internal regulations of either agency notwithstanding. In order to maintain continuity and coordination with respect to this agreement, there will be a single point of contact within each agency for all matters pertaining to the relationship between GSA and USPS. That contact shall, in turn, be responsible for coordinating within his respective agency. At GSA, the point of contact will be the Assistant Commissioner for Real Property Development, Public Buildings Service. At USPS, the point of contact shall be the Director, Office of Real Estate. The point of contact for exchange of project requirements, as specified by sections I and II of this agreement, at the regional level are as follows: The GSA contact shall be the Director, Real Estate Division, Public Buildings Service and USPS contact shall be the General Manager, Real Estate Division.

VI. Upon signing this memorandum of cooperation agreement, GSA and USPS shall Issue appropriate instructions to the field implementing this agreement. The agreement will become effective 90 days after it is signed to allow each agency time to issue the proper implementing instruction.

Jay Solomon
Administrator

Dated: March 21, 1979.

William F. Bolger,
Postmaster General.

Dated: March 23, 1979.

August 2, 1991

SUBPART 101-17.48 GSA REGIONAL OFFICES

Section 101-17.4800 Scope of subpart.

This subpart identifies the regional offices of GSA, describes the geographical areas of jurisdiction, and lists the office address.

GSA Region	Area Served	Mailing Address
<hr/>		
2	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey Bergen, Passaic, Morris, Essex, Hudson, Union, Middlesex and Monmouth) New York, Rhode Island, Vermont, Puerto Rico, U.S. Virgin Islands	General Services Administration 26 Federal Plaza New York, NY 10278
3	Delaware, Maryland(except NCR area), Pennsylvania, Virginia (except NCR area), West Virginia, all other counties of New Jersey	General Services Administration Ninth and Market Streets Philadelphia, PA 19107
4	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee	General Services Administration 401 West Peachtree Street Atlanta, GA 30365-2550
5	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	General Services Administration 230 South Dearborn Street Chicago, IL 60604
6	Iowa, Kansas, Missouri, Nebraska	General Services Administration 1500 East Bannister Road Kansas City, MO 64131
7	Arkansas, Colorado, Louisiana, Montana, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, Wyoming	General Services Administration 819 Taylor Street Fort Worth, TX 76102
9	Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Washington; Guam, Trust Territory of the Pacific Islands, American Samoa	General Services Administration 525 Market Street San Francisco, CA 94105

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

GSA		
Region	Area Served	Mailing Address

NCR	Washington, DC and nearby metropolitan area of Maryland and Virginia	General Services Administration 7th and D Streets, SW Washington, DC 20407
-----	--	--

SUBPART 101-17.49 FORMS

Section 101-17.4900 Scope of subpart.

This subpart contains information on forms that pertain to the assignment and utilization of space and instructions in their use.

Section 101-17.4901 Standard forms.

(a) Forms referenced to this Section 101-17.4901 are Government standard forms. The subsection numbers in this section correspond with the standard form numbers.

(b) Supplies of standard forms can be obtained from the nearest GSA supply distribution facility.

Section 101-17.4902 GSA forms.

(a) Forms referenced to this Section 101-17.4902 are GSA forms. The subsection numbers in this section correspond to the GSA form number.

(b) Agencies may obtain their initial supply of GSA forms from GSA National Forms and Publications Center, Box 17550, 819 Taylor Street, Fort Worth, TX 76102-0550. Agency field offices should submit all future requirements to their Washington headquarters office which will forward consolidated annual requirements to the General Services Administration (CAR), Washington, DC 20405.

August 2, 1991

Section 101-17.4901--81 Request for Space

REQUEST FOR SPACE (See instructions on reverse)		1. DATE	2. AGENCY REQUEST NUMBER	3. LOCAL AGENCY CONTACT (Name)	PHONE NO.	4. AGENCY MARKET SURVEY REPRESENTATIVE (Name)	PHONE NO.
5. TO: GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE			6. FROM: AGENCY NO., STREET CITY & STATE ZIP CODE		7. FOR: AGENCY ADDRESS ZIP CODE BUREAU CODE		
8. TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> CONTINUING REQUIREMENTS <input type="checkbox"/> EXPANSION <input type="checkbox"/> REDUCTION			9a. GEOGRAPHIC SERVICE AREA		9b. DELINEATED AREA		
10. TERM OF OCCUPANCY FROM (mo. & yr.) TO (mo. & yr.)			NO. OF YEARS FIRM TERM		11. TOTAL NO. OF PERSONNEL TO BE HOUSED		
12. SPACE REQUIREMENTS					13. SPECIAL REQUIREMENTS AND SERVICES (see attached)		
OFFICE	TYPE OF SPACE	NO. OF PERSONNEL	SO. FT. PER PERSON	SO. FT.	TOTALS	14. AGENCY CERTIFICATION I certify that this request is accurate and complete; is for the minimum amount of space required; is in compliance with FPMR 101-17, including all laws and executive orders governing the location of space; and that funds are available for payment of rent, moving expenses, telecommunication expenses, and any related reimbursable costs.	
	a. PRIMARY OFFICE AREA					SIGNATURE _____ PHONE NO. _____ DATE _____	
	a. OFFICE SUPPORT AREA					PRINT NAME AND TITLE _____	
	a. OFFICE SPACE SUBTOTAL					15. FOR GSA USE ONLY (Action by Authorized GSA Official)	
STORAGE	b. ST 1 GENERAL STORAGE					GOV'T CONTROLLED SPACE TO BE ASSIGNED	
	c. ST 3 WAREHOUSE STORAGE					NO GOV'T SPACE AVAILABLE LEASING ACTION PLANNED	
	d. STORAGE SUBTOTAL (Lines b, c)					UNIQUE AGENCY SPACE DETERMINED - SEE ATTACHED	
	e. SP 1 LABORATORY & CLINIC					AGENCY AUTHORIZED TO ACQUIRE SPACE UNDER ITS OWN AUTHORITY	
SPECIAL	f. SP 2 FOOD SERVICE AREA					COMMENTS ATTACHED	
	g. SP 3 STRUCTURALLY CHANGED					SIGNATURE OF AUTHORIZED GSA OFFICIAL _____ PRINT NAME AND TITLE _____	
	h. SP 4 AUTOMATED DATA PROCESSING					SPACE REQUEST NO. _____ DATE RECEIVED _____	
	i. SP 5 CONFERENCE & TRAINING					NAME OF GSA REGIONAL CONTACT _____ PHONE NO. _____	
	j. SP 6 LIGHT INDUSTRIAL						
	k. SP 7 QUARTERS/RESIDENTIAL HOUSING						
	l. SPECIAL SUBTOTAL (Lines e-k)						
	m. TOTAL SPACE REQUIRED (Lines a, d, & l)						
n. OPEN LAND (Total acres)							
	o. ST 2 INSIDE PARKING (No. of spaces)						
	p. OUTSIDE PARKING (No. of spaces)						
	q. TOTAL PARKING SPACES (Lines o, p)						

NSN 7540-00-834-4030
Previous edition not usable.

81-107

STANDARD FORM 81 REV. 3-89
Prescribed by GSA - FPMR (41 CFR) 101-17

INSTRUCTIONS

Submitting the SF-81

Submit the SF-81 in triplicate, accompanied by a complete SF-81A, Space Requirements Worksheet, Space Requirements Questionnaire and any additional documentation to fully support the agencies space needs. Failure to provide complete and accurate information will delay processing and may result in return of the SF-81 for correction, update, and resubmission.

The SF-81 must be submitted by the office which has authority to obligate funds to reimburse GSA for all applicable costs associated with the delivery of space. Agency field components which do not have delegated authority to obligate funds must coordinate submission and approval of the SF-81 with offices which have this authority. A GSA Form 2957, Reimbursable Work Authorization, should be submitted when applicable.

Item 1. Date form is approved.

Item 2. Agency established request number.

Item 3. Name and phone number of the local agency official who is knowledgeable of the request and will serve as the agency's point of contact for this project.

Item 4. Name and phone number of agency representative who will work with GSA if a market survey is conducted. This individual must have the authority to determine acceptability of the building and/or sites and their location.

Item 5. GSA regional office which has jurisdiction for geographical area where space is required.

Item 6. Name and address of organization making the request.

Item 7. Name of agency, and bureau code of the organization which will occupy the space (e.g. regional office, district office, field office) if different than information provided in block 6. City and state where the space is requested.

Item 8. Type of request. Initial: A request for new space that is not associated with an existing assignment. Expansion: A request for additional space associated with an existing assignment. Continuing requirements: A space action required for a lease renewal, succeeding lease, lease extension or move. Reduction: A space action ~~that~~ requires regional Real Estate Division effort to effect the partial or total termination of an assignment.

Items 9a. and b. Geographic/Delineated area that the agency will service. The geographic area (State, city, county, zip code, etc.) for which an agency/bureau has operational responsibility as well as the specific delineated area as identified and justified by the requesting agency. GSA review of the delineated area shall be limited to ensuring that the delineated area will provide adequate competition and the maximum use of existing Government controlled space (see item 14 Agency Certification).

Item 10. Period of time the organization will use the space and the suggested number of years for a firm term period. This time period must be representative of the longest period for which the agency can commit. "Indefinite" and "ASAP" are not acceptable responses.

Item 11. Total number of personnel to occupy the requested space. ("Personnel" means the peak number of persons to be housed, regardless of how many workstations are provided for them. In addition to permanent employees of the agency, personnel includes temporaries, part-time, seasonal, contractual employees and budgeted vacancies.)

Item 12. This portion of the SF-81 is used to identify agency's square footage requirements by type of space. All information should be supported by a detailed explanation on the Space Requirements Questionnaire and SF-81A.

Item 12, line a. This line identifies the Office Space Subtotal. The Office Space Subtotal is determined by entering the amount of space required for the primary office area and adding this to the amount required for the office support area. "Primary Office Area" is the is the primary people occupied area in which an activities normal operational functions are performed. "Office Support Area" refers to the areas constructed as office space and used to meet needs outside the agencies primary work area requirements (e.g. reception, conference, file, libraries, hearing, interview, and secondary work areas). Office support areas should be clearly identified on the attached SF-81A and Space Requirements Questionnaire.

Item 12, lines b. c. Amount of general and warehouse storage space required. (See item 12, line a for ST 2 inside parking).

Item 12, line d. Total amount of storage space required (add lines b and c).

Item 12, lines e-k. Amount of space required.

Item 12, line L. Total amount of special space required (add lines e through k).

Item 12, line m. Total amount of Office, Storage and Special space required. (add lines a, d, and l).

Item 12, line n. Total acres needed. For amounts less than 1 acre, 1 acre equals 43,560 square feet.

Item 12, line o, p. Agency's inside and outside parking requirement. Certification that the parking is necessary for the efficient operation of the agency mission is required. One parking space equals 300 square feet. Please indicate the number of spaces.

Item 12, line q. Total parking spaces required. (Add lines o and p.)

Item 13. This item refers to specific architectural, mechanical, electrical, structural, and other special requirements related to each of the type s of space requested in Item 12. These include security; electrical; HVAC; floor loading; sound conditioning; fire and safety; and the need for after hours building access, utilities, and cleaning services. Such requirements must be fully defined by area, including computer rooms, laboratories, conference rooms, etc. These requirements must be specified in detail on the Space Requirements Questionnaire and SF-81A. Check box in Item 13 to indicate if this information is attached.

Agency Certification

Item 14. The certification must be signed by an authorized agency official.

Item 15. GSA will evaluate the request in terms of the space available in its inventory and determine the appropriate action. If GSA determines that space requested is unique agency space, GSA will take no action until the agency has concurred with that designation. GSA will assign a space request number which will be used to track the request until it is satisfied.




























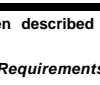






Name and phone number of the GSA regional official who is knowledgeable of the request and will serve as GSA's point of contact.

STANDARD FORM 81 BACK (REV. 2-89)

NSN 7540-01-140-3537

[illegible]

SECTION 1 INSTRUCTIONS, STANDARDS AND SYMBOLS

DESKS		Standard Desk 60x30
		Typist Desk 60x34 w/Left or Right Typing Bed
		Unitized Desk 60x30 w/Left or Right L-unit Return 36x18
		Conference Desk 72x36
STORAGE UNITS		File, Letter 15x28 (7)
		File, Legal 18x28 (8)
		Lateral File 36x18 (9)
		Bookcase 34x14 (6)
TABLES		Table, Conference 72x36
		Standard Table 60x34
		Table, Medium 45x34
		Table, Small 36x24
CHAIR		Modular Table Unit 66x18
		Table, Round 54"
		Table, Round 42"
		Table, Round 36"
DIVAN		Table, Host 42x18
		Table, End 18x24
		Divan or Sofa 72x40
		Guest Chair Lounge Chair
MISCELLANEOUS		Storage Cabinet 2-Door 36x18 (12)
		Steel Shelving 36x18 (10)
		Library Shelving 36x15
		Drawing Boards DB-5 60x40 DB-6 72x45 S: Stool
SPACE TYPE SYMBOLS:		Map Cabinet 54x42
		Costumer 12-Hanger 51x20 (14)
		Costumer 6-Hanger 30x20 (8)
		Credenza 66x18
ENCLOSURE TYPE SYMBOLS:		Open Area
		Private Area
		Semi-Private Area
		Ceiling-High Partition
ENCLOSURE TYPE SYMBOLS:		Privacy Screen
		Open

SECTION 2 PROGRAMMING INSTRUCTIONS

- Organize the data supporting your request by functional work groups. When one work group has been described begin the next work group on a new page.
- The requesting agency is responsible for describing the following workspace elements of the *Space Requirements Program*.
 - Workstations are indicated by employee name, functional title and grade for each *authorized and budgeted* position. *If the authorized position is vacant, so indicate.* Square feet required are determined by layout design on SF-81A, Part 2.
 - Common Function spaces are indicated by the appropriate name on the workspace (conference, reception, etc.) and the symbol C/F in the grade column. Square feet required are determined by layout design on SF-81A, Part 2.
 - Administrative Support spaces are centralized files or miscellaneous equipment (i.e., costumers, an extra bookcase) not appropriately contained within other workspaces. Indicate A/S in the grade column. Square feet required may be determined by multiples of the allowance indicated in () in Section 1 above.
- Develop the space requirements program in the following manner:
 - List all workspace elements described in (2) above in an order determined by adjacency relationships.
 - As necessary, prepare a standard workspace design on SF-81A, Part 2 for each workstation or common function workspace element. Indicate the dimensions of the workspace and calculate the square feet required.
 - Use the symbols within the illustration shown above in Section 1 to itemize furnishings and equipment on SF-81A. **DO NOT LIST EXCESS.** Itemized listings need not be shown for line items previously standardized. Simply code the line entry appropriately.
 - Complete the line entry by indicating space and enclosure type, square feet required and workspace code No.
- Describe, in Remarks, all special needs such as: weight of heavy items, special utilities, services access requirements, supplemental HVAC, etc. Develop a separate specification sheet if necessary.
- The information provided on these workstations is to be summarized on SF-81. Request for Space, and submitted attached thereto.

STANDARD FORM 81-A PART 2 (10-83)

August 2, 1991

FPMR Temp. Reg. D-76
Attachment A

Section 101-17.4902-144 GSA Form 144, Net Space Requirements for Future Federal Building Construction.

NET SPACE REQUIREMENTS FOR FUTURE FEDERAL BUILDING CONSTRUCTION							
CITY AND STATE				CONTEMPLATED BUILDING TITLE			
PART I							
NET SPACE NOW OCCUPIED							
A. IN GOVERNMENT-OWNED BUILDINGS							
BUILDING NAME	(1)		(2)		(3)		
TYPE OF SPACE	AREA (SQ. FT.)	NO. OF PERSONNEL	AREA (SQ. FT.)	NO. OF PERSONNEL	AREA (SQ. FT.)	NO. OF PERSONNEL	
OFFICE							
FILE							
STORAGE							
OTHER							
TOTALS							
B. IN LEASED BUILDINGS							
BUILDING NAME	(1)		(2)		(3)		
ADDRESS							
TYPE OF SPACE	AREA (SQ. FT.)	NO. OF PERSONNEL	AREA (SQ. FT.)	NO. OF PERSONNEL	AREA (SQ. FT.)	NO. OF PERSONNEL	
OFFICE							
FILE							
STORAGE							
OTHER							
TOTALS							
ANNUAL RENTAL							
LEASE EXPIRES							
NOTICE TO CANCEL							
PROBABLE OCCUPANCY							
PART II							
NET SPACE REQUIREMENTS (including A and B of PART I)							
PROPOSED USE OF ROOMS (List according to plan arrangement and continuity desired)	NUMBER OF ROOMS	AREA OF EACH ROOM	TOTAL SPACE REQUIRED	PERSONNEL MALE FEMALE		SQ. FT. PER PERSON	THIS COLUMN FOR GSA USE
TOTALS							
DEPARTMENT OR AGENCY				BUREAU OR DIVISION			
APPROVED BY				TITLE		DATE	
(Signature)							
GENERAL SERVICES ADMINISTRATION				GSA FORM 144 (2-85)			

August 2, 1991

INSTRUCTIONS

This report is to provide information as a basis for the design of the Federal building specified on the face of this form.

Additional copies of the form, or attachments on plain paper with appropriate headings, should be used if necessary to furnish complete information. If space is not desired in the proposed building, enter a statement to that effect at the bottom of Part II of this form.

PART I

A and B: NET SPACE NOW OCCUPIED. Enter complete information for each kind of occupancy. Use a separate column for each building. Enter the building name in the space provided, and give the aggregate of each kind of space occupied in the building. The dimensions for computing net space are taken from the inside faces of exterior walls to faces of corridor walls, and from center to center of cross partitions (or the faces of partitions separating net assignable areas from other areas.)

PART II

NET SPACE REQUIREMENTS. The entries here should indicate the net space requirements based on staffing permitted by current appropriations or authorizations. Space allowances for additional staffing based on future programs will be allowed by GSA only if such programs have Bureau or Budget approval. Space ultimately will be assigned in accordance with GSA Reg. 2-II, with due regards to the allowances set forth in section 502.00 of that Chapter. Agencies should be guided accordingly in stating estimated net space requirements. Exclude estimated space requirements for temporary or emergency expansion.

PROPOSED USE OF ROOMS: List the types of occupants such as "Executives", "Junior Executives", Secretaries", and "Clerks" in the order of planning arrangements, or in the order of preferred arrangement if no plan has been made. If any of the following types of rooms or facilities are needed, give the additional information required for each:

- | | |
|----------------------------|--|
| Conference or meeting room | - Number of persons to be seated. |
| Counters | - Length and location. |
| File Room | - Number and type (letter, legal or special) of the cases. |
| Laboratory | - Quantity and dimensions of fixed equipment. |
| Library | - Number of volumes and readers. |
| Service platform and yard | - Number and size of vehicles and extent of shipping activities. |
| Storage and supply room | - Quantity and type of material stored and extent of activity. |
| Vaults | - Size and purpose. |

A special justification is required, explaining the need in detail, for any unusual requests for space.

Complete and accurate date must be entered in Part II; the size and cost of the contemplated building will depend upon these data.

GSA FORM 144 (BACK) (2-65)

CLASSIFICATION
AND
STANDARD ALTERATIONS

CLASSIFICATION

A. Office Space (Space which provides a suitable environment in its present state for an office operation, and which includes, among other features, adequate lighting, heating and ventilation, floor covering, finished walls, and accessibility.) The following represent uses of office space:

- (1) General purpose office space,
- (2) Private corridors,
- (3) Meeting rooms (without special equipment and additional heating, ventilation, and air-conditioning (HVAC)),
- (4) Training rooms (without special equipment and HVAC),
- (5) Libraries (without extensive built-in stacks and special floor loading),
- (6) Dry laboratories,
- (7) Storage in office space,
- (8) Credit unions (without fixed equipment),
- (9) Lounges (other than toilet areas),
- (10) Reception areas,
- (11) Hearing rooms (without special equipment and HVAC),
- (12) Mail rooms,
- (13) Health rooms (without special equipment),
- (14) Table areas in cafeterias (without supplementary HVAC or other special features),
- (15) File areas (without increased floorload),
- (16) Wellness/physical fitness facilities (exercise and/or locker areas finished to office standards),
- (17) Child care facilities (except toilets and kitchen areas), and
- (18) Judiciary chambers and jury rooms authorized prior to fiscal year 1992.

STANDARD ALTERATIONS (SA'S)

SA'S are those alterations necessary to prepare an agency's space to meet the basic requirements for the particular classification of space:

A. Office Space.

Floors Either resilient flooring or carpeting of a grade and type specified in the Standard Solicitation for Offers (SFO) or by the most recent Federal Supply Service (FSS) standard commercial grade carpet used for schedule purchases.

Ceilings - Must be structurally sound, and be at least 8'0", and no more than 11'0" clear from finished floor to the lowest obstruction. mission Coefficient (STC) rating of 40.

Partitions New and/or existing ceiling high interior partitions shall be provided to a maximum of one linear foot for each 10 square feet of occupiable office type space. rating of 40.

Wall Treatment Paint - or vinyl wall covering as is the building standard. Vinyl will not be less than 13 oz. per square yard. Government approved wood, rubber, vinyl, or carpet base will be provided as part of the initial tenant buildout (per building standard) .

Window Treatment - Building Standard. Any deviation will be considered reimbursable.

HVAC -Heating, ventilation, and air-conditioning (HVAC) system capable of maintaining an acceptable operating environment. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

CLASSIFICATIONA. Office Space (CONT'D)STANDARD ALTERATIONS (SA'S)

Lightning- Must provide a minimum of 50-footcandles at work surface.

Electrical Outlets - Electrical outlets will be provided to a maximum of two duplex or one quadruple electrical outlet for each 100 sq. ft., or in the case of systems furniture, 1 base feed for every 100 sq. ft. of occupiable office type space. Workstation outlets shall be wired so that no more than four workstations are on one 20 AMP circuit. Convenience outlets (outlets mounted on columns or permanent walls or in private offices, conference rooms, libraries, or file/supply rooms) shall be wired to accommodate no more than 8 receptacles to one 20 AMP circuit. Special copier or printer outlets shall be provided at the rate of 1 outlet for every 10,000 sq. ft.

Telecommunications - Conduits and ducts will be provided for tenant agency telecommunications based on a standard planning assumption of one telephone and one data instrument for every 100 square feet of occupiable office space.

Computer Local Area Network (LAN) System Cable Installation - Conduit and/or raceway to accommodate LAN cable installation on a floor or between floors shall be installed as part of the standard tenant buildout. All LAN cable must be purchased by the tenant agency and furnished to a lessor or a contractor for installation (lessor or contractor will specify amount of cable required based on Government layout). Installation instructions and diagrams must be provided by the tenant agency or its computer vendor to the lessor or contractor along with the approved space (design intent) layout. Cable installation shall be done by the lessor/contractor with the assistance and/or advice of the tenant agency's personnel or computer vendor. The computer vendor must be hired and funded by the tenant agency.

CLASSIFICATIONA. Office Space (CONT'D)STANDARD ALTERATIONS (SA'S)

Fire & Safety - Buildout shall conform with the criteria cited in FPMR 101-20.105.

* * * * *

Typical above-standard office space alterations, which must be justified by the agency, include the following:

- o Folding partitions and structural support work required to support them.
- o Nonstandard lighting (decorative lights, spot lights, etc.). Parabolic light fixtures shall be considered as standard lighting if they are installed as a standard feature of a building.
- o Observation windows in private offices, side light glass panels installed for decorative purposes. (Unless specified in an approved space allocation standard).
- o Dutch doors (agency to pay the difference in cost between a standard door and a dutch door).
- o Glass pass-through windows installed in standard office space.
- o Glass doors or double doors except for main (central) reception doors or doors to large supply or forms areas where shipments come in from dock areas.
- o Digital security locks, magnetic (Card Key or Kastle System) locks.
- o STC ratings greater than 40 in walls and ceilings (unless otherwise indicated in an agency SAS).

August 2, 1991

CLASSIFICATION

STANDARD ALTERATIONS (SA'S) (CONT'D)

A. Office Space (CONT'D)

- o Alarm systems; if not required by GSA risk assessment.
- o Single electrical outlets on one 20 AMP circuit, unless specified as standard alterations in an approved GSA/agency Space Allocation Standard.
- o Sound masking.
- o Interior private or semiprivate office door locks (standard private or semiprivate shall have passage set hardware) conference and supply rooms may have locks.

Provision of the above will be on a reimbursable basis.

CLASSIFICATION

B. Storage Space (All storage space will be classified under subset of general storage area, inside parking area, or warehouse.)

1. General Storage Areas (ST-1). Storage in general purpose buildings generally consisting of unfinished floors, walls, ceilings, and adequate HVAC and lighting, including:

- a. Basements,
- b. Attics,
- c. Supply rooms (not finished to office standards),
- d. Storerooms (not finished to office standards), and
- e. File rooms (not finished to office standards).

STANDARD ALTERATIONS (SA'S)

B. Storage Space

1. General Storage Areas

Floors - Sealed concrete, wood block, other material adequate for general storage.

Ceilings - Unfinished.

Partitioning - No additional partitioning or wall finish except for required firewalls and agency separating partitions. Door openings shall be wide enough to allow the passage of hand trucks. Doors and jams shall be installed with protective plates to prevent damage.

Heating and Ventilation - Capable of maintaining an acceptable operating environment with a temperature range between 65° and 85°. HVAC services, including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

Lighting - Maintain 30 foot-candles at floor level.

Fire & Safety - Buildout shall conform to the criteria cited in FPMR 101-20.105.

Telecommunications and local area networks - Will be installed as appropriate to the functional requirements of the space.

* * * * *

Typical above-standard alterations for general storage areas include:

- o Dead bolt locks on interior room doors. The entry door can be secured with a deadbolt lock.

August 2, 1991

FPMR Temp. Reg. D-76

CLASSIFICATION

B. Storage Space (CONT'D)

STANDARD ALTERATIONS (5A'S)

B. Storage Space (CONT'D)

- o Interior security/safety partitioning. subdivision of tenant areas by wire mesh partition is adequate when security is not a major consideration.
- o Above-standard levels of lighting (above 30-footcandles at floor level).
- o Special fire protection features for flammable materials.

CLASSIFICATIONStorage Space

2. Inside Parking (ST-2) - Inside parking areas include:

a. Garage,

Parking areas (including rooftops and decks), and
conform to

c. Motor pool parking.

3. Warehouse Areas (ST-3) - Space specifically designed for materials storage and handling operations consisting of features which include, but are not limited to, concrete or wood block floors, unfinished ceiling, heavy live floor load capacity (over 200 pounds psf), high ceiling (over 14 feet), and industrial lighting. This classification may apply to entire buildings with warehouse features, including minor amounts of supporting office space.

STANDARD) ALTERATIONS (SA'S)B. STORAGE SPACE2. Inside Parking

- Adequate identification of parking areas will be provided.

- Sprinkler protection (Fire buildout features shall conform to the criteria specified in FPMR 101-20.105.)

3. Warehouse Areas

Floors - Sealed concrete, wood block, or other material adequate for warehousing service.

Ceilings - Unfinished.

Partitioning - No additional partitioning or wall finish except required firewalls and agency separation partitions.

Heating and ventilation
Capable of maintaining an minimal operating environment; will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. further information see FPMR 101-21.300.

Lighting - Maintain a minimum of 10-footcandles.

Toilet Facilities - On a case-by-case basis.

Electrical Service - As including normal hookup to agency warehousing equipment. No telephone outlets will be provided.

Exterior Building Feature - Features, such as coverloading docks, power operated doors, dock-levelers, and railroad sidings available for use will be provided when justified by agency and approved by GSA.

CLASSIFICATIONc. Storage Space (CONT'D)3. Warehouse Areas (ST-3) (CONT'D)STANDARD ALTERATIONS (SA'S)3. Warehouse Areas (ST-3) (CONT'D)

* * * * *

Typical above-standard alterations for
warehouse areas include:

- o Plumbing (excluding toilets)
- o Load levelers
- o Special fire protection features
for flammable materials
- o Loading ramp
- o Floor drains with sediment trap
and sump

CLASSIFICATION

c. Special Space - Space that necessitates the expenditure of additional or varying sums to construct, maintain, and/or operate as compared with the amount spent for office and storage space. Determination of the normal level will be made by GSA on a case-by-case basis using both industry and GSA-recognized standards. This space is further defined according to one of the following subsets:

1A. Laboratories (SP-1A) - Space containing built-in equipment and utilities required for the qualitative or quantitative analysis of matter, experimentation, the processing of materials, and for photographic development including:

- a. Wet laboratories,
- b. Clean laboratories, and
- c. Photographic laboratories.

STANDARD ALTERATIONS (SA'S)c. Special Space

1. Laboratories - Alterations will be provided in accordance with the levels specified for office space. In addition, they may include the installation of special building equipment to meet the environmental requirements of the laboratory:

Floors - As required, special floors such as quarry tile, grating, etc., will be provided by GSA.

Plumbing and sewage - As required, special building such as special piping and associated water treatment equipment, special sewage disposal and floor drainage systems, and water, gas, compressed air, and vacuum systems will be provided by GSA. Normal hookup will be provided to the space perimeter consistent with architectural, mechanical, electrical, and structural requirements and limitations.

Electrical distribution - All necessary electrical service, including normal hookup, will be provided consistent with architectural, mechanical, electrical, and structural requirements and limitations.

Ceiling and lighting - Where special light fixtures are required to meet the functional needs of a laboratory, they will be included as a standard alteration. Ceiling materials shall be appropriate to the function of the laboratory.

Fire and safety - All new construction shall meet current GSA standards related to fire protection and employee safety.

CLASSIFICATIONc. Special Space (CONT'D)1A. LaboratoriesSTANDARD ALTERATIONS (SA'S)

Heating, ventilation, and air-conditioning - As required, special building equipment to treat and exhaust to the atmosphere noxious or offensive gases produced by agency program equipment will be provided. In addition, fresh air suitable to meet the special requirements, up to 100 percent fresh air, temperature control +/-2 degrees within the design range, and humidity control +/-5 percent within the design range will be provided. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. further information see FPMR 101-21.300. Fume hoods and/or dust or smoke. filtration devices mounted in the ceiling to maintain a safe and clean environment shall also be provided.

• • • • •

Typical above-standard alterations for laboratory and clinic space:

- o Revolving dark room doors,
- o Laboratory casework is considered to be furniture and will not be provided or installed by GSA will, however, prepare floors, ceilings, and/or walls as necessary to permit the installation of casework,
- o Backup electrical generators, and
- o Security systems (GSA will provide conduit and cutouts for security systems provided that agencies can clearly identify their special needs during the space requirements development process).

August 2, 1991

FPMR Temp. Reg. D-76

CLASSIFICATION

c. special Space

1B. Private toilets, clinics and health facilities (SP-1B). Space for the physical welfare of employees or the public-including:

- a. Clinics,
- b. Health units and/or rooms (with special built-in medical equipment and/or plumbing),
- c. Private toilets and showers,
- d. Wellness/physical fitness shower rooms,
- e. Child care facility toilet, and
- f. Jury room toilets.

STANDARD ALTERATIONS (SA'S)

1B. Private toilets, clinics and health facilities (SP-1B). Alterations will be provided in accordance with the levels specified for office space. In addition, alterations include, exhaust fans, plumbing rough-ins and fixtures, ceramic tile (where appropriate) structural ceiling support for ceiling-mounted X-ray equipment, lead-lined partitions for X-ray rooms and toilet room fixtures (including towel racks, toilet tissue dispensers, etc.).

NOTE: Private toilets and showers for all judiciary functions shall be finished in accordance with the provisions of the current version of the U.S. Court Facility Standard.

Floors - May include, carpet, vinyl tile, or ceramic tile (standard for judiciary) depending on the most economical.

walls - May include ceramic tile where appropriate.

Heating, ventilation and air-conditioning - Capable of providing an acceptable operating environment and/or to remove odors from toilet rooms. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on week-ends or holidays are reimbursable. For further information see FPMR 101-21.300.

Plumbing - As required, water, gas, waste and floor drain systems, including normal rough-in and hookup of fixtures consistent with the architectural, mechanical, electrical and structural requirements and limitations. Toilet room fixtures (towel and toilet tissue dispensers) shall be standard.

Ceilings and lighting - Ceiling materials and lighting shall be in accordance with office standards; however, fixtures should be compatible with the function and environmental (moisture levels, etc.) requirements of the space.

August 2, 1991

CLASSIFICATION

STANDARD ALTERATIONS (SA'S)

c. Special Space (COST-D)

* * * * *

1B. Private toilets, clinics and health facilities (SP-1B).

Typical above-standard alterations for SP-1B space are as follows:

- o Clinic or health room cabinets and casework,
- o X-ray equipment,
- o Backup electrical generators, and
- o Security systems to protect pharmacies, or medical supplies and equipment.

CLASSIFICATION

c. Special Space

2. Food Service Areas (SP-2) - Space in buildings devoted to the preparation and dispensing of foodstuffs including:

a. Cafeterias (kitchens, related storage and service areas) ,

b. Snack bars,

Mechanical vending areas (where plumbing is provided), and

d. Private kitchens with plumbing (including kitchens in child care facilities).

STANDARD ALTERATIONS (SA'S)

c. Special space

2. Food Service Areas - Food service areas will be provided with initial alterations in accordance with the levels specified for office space, with additions or exceptions as follows:

Floors - With nonslip tile or quarry tile cove base molding in large commercial type kitchen areas;

Partitions and ceilings - Smooth surface and washable in food preparation areas;

Heating, ventilation, and air-conditioning - Capable of maintaining food preparation areas, vending machine rooms, and other concession areas having heat generating equipment. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

Electrical service - GSA will provide "all electrical service" including normal hookup, consistent with architectural, mechanical, electrical and structural limitations and the provision and installation of conduit for telephone distribution. Telephone service will not be provided by GSA in concession or blind operated facilities.

Plumbing - As required, water, gas, and waste systems, including normal hookup, consistent with architectural, mechanical, electrical, and structural limitations.

Special equipment - As determined by GSA on a case-by-case basis.

Fire & Safety - Buildout shall be in accordance with the criteria cited in FPMR 101-20.105.

CLASSIFICATIONc. Special Space

3A. Structurally Changed Areas (SP-3A) - Areas having architectural features differing from-normal office or storage areas, such as sloped floors, high ceilings, increased floor loading.

- a. Auditoriums (when ceiling exceeds 11 feet),
- b. Gymnasiums (when ceiling exceeds 11 feet),
- c. Libraries (with special stacks requiring above-standard floor loading),
- d. Target ranges,
- e. Security vaults (requiring structural alterations),
- f. Secured Compartmented Information Facility (SCIF),
- g. Detention cells (including prisoner toilets and sinks) and related sally ports and attorney/client consultation cubicles within the cell block, and
- h. Judiciary courtrooms authorized prior to fiscal year 1992 for both prospectus and non-prospectus level projects.

STANDARD ALTERATIONS (SA'S)

c. Special space (5P-3A) - Structurally changed areas will be provided with initial alterations at levels required to provide standard features normally associated with the type of space being provided. Determination of the normal level will be made by GSA on a case-by-case basis using both industry and GSA-recognized standards. In the case of secured compartmented information facilities (SCIF), GSA will determine the standard level and notify agencies in writing.

Ceiling - Ceiling systems will be determined on a case-by-case basis depending on existing or proposed architectural features, acoustical requirements, electrical distribution and HVAC systems. However, standard level ceiling materials are limited to those which are readily available in the building supply market and do not involve unusual cost to provide, install, and maintain.

Walls - Construction in conformance with applicable GSA criteria for auditoriums, vaults, holding cells, etc.

- Accepted architectural standards for illumination levels will apply consistent with the type and usage of the space. Lighting fixtures for standard alterations are limited to commercially available units which do not involve unusual cost to provide, install, and maintain.

Window treatment - Building standard.

HVAC - Accepted architectural standard for HVAC systems will apply consistent with type and use of the space. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

CLASSIFICATION

c. Special Space (CONT'D)

3A. Structurally Changed areas
(SP-3A)

STANDARD ALTERATIONS (SA'S)

Electrical - Standard electrical service and connections will be supplied as required and will be provided consistent with architectural, mechanical, and structural requirements and limitations of the space.

* * * * *

Typical above-standard alterations for 5P-3A spaces are as follows:

- o Above-standard wall coverings (such as padding for gymnasium walls) ,
- o Built-in book (library) or storage (vault room) shelving,
- o Lockers,
- o Platforms or stages in auditoriums,
- o Built-in auditorium or gymnasium seating, and
- o Security systems including CCTV's, etc. for cell blocks.

August 2, 1991

CLASSIFICATIONc. SpecialSpace

3B. Courtrooms - Judiciary (SP-3B).
Courtroom for U.S. District Court, Tax Court, United States Claims Court and U.S. Courts of Appeals requiring above-standard ceiling heights (more than 10 feet) column-free widths exceeding 30 feet and similar (large courtroom) features. For judiciary courtrooms authorized prior to FY 1992, see 3A, above.

STANDARD ALTERATIONS (SA'S)c. Special Space3B. Courtrooms - Judiciary (SP-3B).

Court facilities for the U.S. District Court and U.S. Court of Appeals shall be designed and constructed in accordance with the provisions of the most current "U.S. Court Facility Standard".

Courtroom furniture - Standard finishes shall include all courtroom furniture (except chairs for judges, attorneys, witnesses, juries or court staff). Courtroom furniture includes judge's benches, witness and jury boxes, railings, and spectator benches.

Doors - Doors into courtrooms shall contain view windows mounted at an appropriate height.

Finishes - Ceilings, walls, wall finishes, floor coverings, window treatments, and lighting shall be designed and constructed in accordance with the standards specified in the current "U.S. Court Facility Standard". Finishes of equal or less cost may be substituted where appropriate. The U.S. Courts must provide funding for finishes which exceed "U.S. Court Facility Standard" or their equivalent. GSA will make a determination on above-standard finishes and advise the Administrative Office of the U.S. Courts prior to design completion.

Claims Court, Tax Court and Court of International Trade - U.S. Claims Court, Tax Court or Court of International Trade courtrooms which require above-standard ceiling heights and column free widths exceeding 30 feet shall be designed and constructed to a standard equal to that of the U.S. District Court and Court of Appeals.

Telecommunications requirements - Conduits and ducts will be provided for courts' telecommunications (including television cable) requirements, but not to exceed a standard of one telephone and one data instrument for every 100 square feet of space. Any requirements above this level are above-standard and are to be reimbursed to GSA.

August 2, 1991

CLASSIFICATIONc. Special Space (CONT'D)3B . Courtrooms - Judiciary (SP-3B)STANDARD ALTERATIONS (SA'S)c. Special Space3B. Courtrooms (Judiciary) - (SP-3B)

Sound systems Only required wiring and related conduits (including built-in speaker enclosures or hangers for court-furnished audio speakers) will be provided.

* * * * *

Typical above-standard alterations include:

- o Security systems - All security measures ~~and~~ systems are considered above-standard alterations; therefore, are reimbursable by the Marshals Service or U.S. Courts. This includes: magnetometers, closed-circuit TV (CCTV), warning signals, X-ray devices and communications systems. GSA will provide conduits, cutouts, mortising, etc., only if clear scopes of work are provided by the Marshals Service or U.S. Courts during the design process.
- 0 Clocks ,
- 0 Court seals,
- 0 Audio equipment and its installation,
- 0 Ornamental carvings or figures (such as eagles, stars, etc.) to be mounted on courtroom walls or courtroom furnishings,
- 0 Murals,
- 0 Jury or witness box chairs,
- 0 Chairs and tables for judges, attorneys or court staff, and
- 0 Signaling systems.

CLASSIFICATION

c. Special Space (CONT'D)

3B . Courtrooms - Judiciary (SP-3B)

STANDARD ALTERATIONS (SA'S)

c. Special Space

3B. Courtrooms (Judiciary) -
(SP-3B)

NOTE*: New buildings built by GSA for USE by court activities shall include elevator service designed to facilitate the secure movement of judicial officials and/or Federal prisoners within the building. Funding for the elevators will be included in the construction cost of the building.

*New buildings means buildings to be constructed for courts use or existing buildings undergoing major repairs, modernization or where new courtrooms and related space are to be provided. Secure elevators required by the Courts and/or Marshals Service in existing Courthouse buildings where no major repair, modernization or new courtroom construction are planned shall be reimbursable.

Fire and Safety Buildout of facilities shall be in accordance with the provisions cited in FPMR 101-20.105.

CLASSIFICATIONc. Special Space

4. Automatic Data Processing (ADP) Area (SP-4) - Areas having special features such as humidity and/or temperature control, raised flooring, and ceiling heights exceeding office standard; and extensive power requirements (requiring its own power panels, etc., including):

a. Computer rooms, telecommunication (PBX) rooms with special environmental requirements;

b. Computer support areas with special flooring and/or wiring and (with humidity and/or temperature control); and

c. Computer tape vaults.

STANDARD ALTERATIONS (SA'S)c. Special Space

4. Automatic Data Processing (ADP) Area - Automatic data processing areas will be provided with initial alterations in accordance with levels specified for office space with additions or exceptions as follows:

(a) Raised floors - If to provide space for electrical and/or HVAC service for ADP equipment;

(b) Ceilings - As determined by GSA, acoustically treated and sound conditioned to meet the conditions and environmental requirements of each location. Ceiling STC shall not be less than 40.

(c) Heating, ventilation, and air-conditioning Will be capable of maintaining an operating environment for the ADP equipment compatible with the manufacturer's recommendation; NOTES HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week, (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

(d) Electrical distribution and electrical services - Includes normal hookup to a power panel within the ADP room. NOTE: Electrical services will be provided on a standard 11 hour shift 5 day week, excluding holidays and weekends. Services beyond this standard will be provided on a reimbursable basis.

(e) Telecommunications and local area networks - Will be installed as appropriate to the functional requirements of the space.

(f) Sprinkler protection - Wet pipe in all electronic equipment and tape storage areas. All other fire and safety criteria cited in FPMR 101-20.105 shall be met.

CLASSIFICATIONc. Special Space4. Automatic Data Processing
Area (SP-4) (CONT'D)STANDARD ALTERATIONS (SA'S)c. Special Space (CONT'D)4. Automatic Data Processing (ADP)
Area

* * * * *

Typical above-standard alterations for
ADP areas includes:

- o Isolation transformers,
- o Emergency shutdown control switches,
- o Uninterruptible power supplies,
- o Audible and visual alarms,
- o Special security locks, and
- o Supplemental Halon fire suppression system.

CLASSIFICATION

c. Special Space

5A. Conference and Classroom/Training Facilities (SP-5A) - Areas used for conferences, training, library, hearings or minicomputer use with supplemental HVAC and/or built-in special equipment such as blackout curtains, lighting controls, projection booths and sounding conditioning, in addition to office finishes:

- a. Conference rooms with special equipment and/or HVAC,
- b. Hearing rooms with special equipment and/or HVAC, (does not include U.S. Court hearing rooms),
- c. Classroom/training rooms with special equipment and/or HVAC,
- d. Exhibit areas with special equipment and/or HVAC,
- e. Table areas in cafeterias with supplementary HVAC or other special features,
- f. Mini-computer/mega frame equipment rooms adjacent to office area requiring supplemental HVAC and minor special buildout such as deadbolt locks, dedicated electrical outlets, LAN cable distribution access, etc., (rooms requiring substantially less than SP-4 buildout),
- g. Jury rooms (excluding toilets), and
- h. Judiciary hearing rooms authorized prior to fiscal year 1992.

STANDARD ALTERATIONS (SA'S)

c. Special Space

5A. Conference and Classroom/Training Facilities (SP-5A) - Classrooms and training areas will be provided standard alterations in accordance with levels specified for office space, with additions or exceptions as follows:

a. Partitions - Structural floor slab to structural ceiling slab walls with a minimum sound transmission class (STC) of 45. Walls shall be constructed to accommodate agency furnished blackboards, projection screens or similar items. Entry/exit doors shall not compromise the STC of 45 requirement. Duct, pipe or other penetrations shall be properly sealed. Duct silencers shall be used as required to ensure the required STC of 45.

b. Ceilings - As determined by GSA, ceilings acoustically treated to provide a minimum sound transmission coefficient of 40 (STC 40); (ceiling supports for view screens are included);

c. Heating, ventilation, and air-conditioning - Supplemental, separately zoned heating, ventilation, and air-conditioning in conformance with GSA standards; all duct penetrations into the room shall be baffled so as not to compromise the STC requirement of the wall. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

d. Special features - Special features normally associated with the subcategories of space under this classification are determined by GSA on a case-by-case basis. These include such features as electrical service and normal hookup to agency equipment, blackout curtains, lighting controls, telephone and data lines and projection booths.

e. Fire & safety - Buildout shall be done in accordance with the criteria cited in FPMR 101-20.105.

CLASSIFICATION

c. Special Space (CONT'D)

5 A. Conference and Classroom/
Training Facilities (SP-5A)

STANDARD ALTERATIONS (SA'S)

c. Special Space (CONT'D)

f. Telecommunications and local
area network will be installed as
appropriate to the functional
requirements of the space.

* * * * *

Typical above-standard finishes include:

- o Chair rails and paneling,
- o Sound absorbing material mounted
on wall surfaces such as "Arm-
strong Soundsoak" panels, and
- o Blackboards and projection
screens.

CLASSIFICATIONc . Special Space (CONT'D)

5B . Hearing Room - Judiciary (SP-5B). Small court facilities for the use of-senior district court judges, bankruptcy court judges and magistrate judges. The hearing room typically has a clear column-free width of less than 30 feet. A ceiling height of less than 10 feet and smaller scale judges benches, jury and witness boxes and less spectator seating than large (SP-3B) courtrooms.

STANDARD ALTERATIONS (SA'S)c . Special Space

5B. Hearing Room - (Judiciary)
(S P - 5-B)Hearing rooms will be designed in accordance with "U.S. Court Facility Standard" standards for such facilities.

Doors, walls, and ceilings - Wall and ceiling construction shall be the same as conference and training space. Doors into the hearing room shall have a glass view panel installed at the appropriate height.

Lighting - Lighting levels and the fixtures used shall be as specified in the "U.S. Court Facility Standard." Light switch location shall not compromise security.

Hearing room furniture - hearing room furniture, including judge's bench, jury and witness boxes, spectator seating and railings are included. Jury seating, judge, attorney, staff and witness chairs and attorney tables are not included and must be provided by the courts. See "U.S. Court Facility Standard" for furniture details.

Heating, ventilation and air-conditioning - Shall be separately operate in accordance with the current "U.S. Court Facility Standard" criteria. HVAC services including equipment startup and shutdown will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

Electrical - As specified in the "U.S. Court Facility Standard".

Floor covering - As specified in the "U.S. Court Facility Standard".

CLASSIFICATIONSc. Special Space (CONT'D)

5b. Hearing Room - JUdiciary
(SP-5B)

STANDARD ALTERATIONS (SA'S)c. Special Space (CONT'D)

5B. Hearing room (Judiciary)
(SP-5B)

* * * * *

Typical above-standard alterations
include:

- o Security devices, including alarm systems, signaling systems CCTV equipment, etc., (conduit, cutouts and mortising of doors required will be considered standard alterations),
- o Jury, witness, judge and attorney chairs and tables, and
- o Audio systems (GSA will furnish conduit, speaker boxes and/or hangers and electrical service required to power the equipment.)

NOTE: Executive agency (or Commission) hearing facilities for Administrative Law Judges which require a judges bench shall be classified SP-5A. The judge's bench is reimbursable.

CLASSIFICATION

C. Special Space

5C. Judicial Chambers - U.S. Courts (SP-5C).

Chambers for all Article III Federal Judges, Bankruptcy Court Judges, Claims court Judges and Tax Court Judges, and Magistrate Judges. Chambers typically have finishes that exceed office space standards. Included in the chambers space is the judge's private office, secretarial and law clerk spaces (judicial toilets are classified SP-1B).

STANDARD - ALTERATIONS (SA'S)

C. Special Space

5C. Judicial Chambers - U.S. Courts (SP-5C). Design Standard Article III Judges, Bankruptcy Judges and Magistrate Judges are covered in the "U.S. Court Facility Standard'. Standards for the others should be designed with similar finishes.

Doors, walls and ceilings and lighting - Walls shall be constructed to meet a minimum STC of 45. All entry doors shall be solid core wood. Ceilings, lighting and interior finishes shall be in accordance with the U.S. Court Facility Standard. Built-in bookcases shall be considered standard alterations.

Heating, ventilation and air-conditioning - Separately zoned and controlled HVAC designed to operate in accordance with the current "U.S. Court Facility Standard' criteria. HVAC services including equipment startup and shut-down will be provided for an 11 hour day, 5 days a week (excluding holidays). Service required beyond normal HVAC equipment operating hours or on weekends or holidays are reimbursable. For further information see FPMR 101-21.300.

Electrical - As provided in office quality space. Electrical work shall also include conduit and related cutouts, etc., to allow security devices to be installed by the U.S. Marshals Service or Courts.

Floor covering - As specified in the "U.S. Court Facility Standard."

* * * * *

Typical above-standard alterations include:

- o Decorative ceiling work, and
- o Decorative light fixtures.

CLASSIFICATIONc. Special Space

6. Light Industrial Areas (SP-6) - Areas which may have some or all of the characteristics of warehouse space but, in addition, may be provided with one or more of the following features: air-conditioning, humidity control; special power, and a light level equal to or slightly less than that provided for office space including:

- a. Records storage with humidity control;
- b. Storage type space with air-conditioning;
- c. Printing plants;
- d. Product classifying laboratories;
- e. Motor pool service areas;
- f. Postal workrooms, swingrooms, (including swingroom toilets), locker rooms, mailing vestibules and platforms, lock box lobbies, and unsuspended lookout areas;
- g. Shop (other than PBS);
- h. Loading docks and shipping platforms;
- i. Canopy areas if included in occupiable area;
- j. Vertical improved mail system areas; and
- k. Telephone frame rooms and unattended switchboards (for specific agency use).

STANDARD ALTERATIONS (SA'S)c. Special space6. Light Industrial Areas

Doors, walls and ceiling and lighting - Light industrial areas will be Provided with initial alterations at levels required to provide standard architectural, mechanical, electrical, telecommunications, and structural features normally associated with this type of space. Determination of the normal level will be made by GSA on a case-by-case basis using commercial standards.

August 2, 1991

CLASSIFICATION

c. Special Space

7. Quarters and Residential Housing - Quarters and residential housing areas (housing and quarters that do not logically fall in the other categories) .

FPMR Temp. Reg. D'76

STANDARD ALTERATIONS (SA'S)

c. Special Space

7. Quarters and Residential Housing - Initial alterations will place quarters and residential housing in an occupiable and satisfactory condition.

1. Space for wellness/fitness facilities. Exercise equipment, lockers, and nonstandard interior finishes (purchase a lines installation) are the responsibility of the tenant agencies. In a multiple tenancy building, a lead agency should be identified to be the focus of actions relating to a fitness facility and to request its establishment. Normally, the lead agency would be the major occupant in the building. Physical fitness facilities in multiple tenant buildings will be assigned as joint-use space.

a. Exercise rooms. Exercise rooms will be treated the same as conventional office space and provided building standard features as follows:

- (1) Floor covering such as vinyl tile or equivalent or acceptable grades of commercial carpet.
- (2) Ceilings structurally sound and finished.
- (3) Ceiling-high interior partitions.
- (4) Heating, ventilation, and air-conditioning (HVAC) capable of maintaining the temperature as specified in FPMR 101-20.107.
- (5) Sound attenuation to provide a minimum sound transmission coefficient of 40 (STC 40).
- (6) Adequate lighting to maintain acceptable levels of illumination.

b. Locker rooms - Locker rooms will be treated as conventional office space and provided building standard features as follows:

- (1) Ceilings that are structurally sound and finished.
- (2) Floors that are concrete or finished with other non-slip material.
- (3) Heating, ventilation, and air-conditioning (HVAC) capable of maintaining the temperature as specified in FPMR 101-20.107.
- (4) Sound attenuation to provide a minimum sound transmission coefficient of 40 (STC 40).
- (5) Adequate lighting to maintain acceptable levels of illumination.
- (6) Walls that are wallboard or moisture resistant wallboard, as appropriate, and finished and painted or equivalent.

c. Shower rooms - Shower rooms will be treated as Private toilets, clinics and health facilities space (SP-1B) and provide building standard features as follows:

- (1) Ceilings that are moisture resistant wallboard or equivalent.
- (2) Floors with non-slip finishes.

Appendix B. Wellness/Physical Fitness Facilities

(3) Plumbing and fixtures as required, including water and waste, shower stalls, toilets, and sinks in such numbers as is consistent with the number of facility users and square footage available in the shower rooms.

(4) Adequate lighting to maintaining acceptable levels of illumination.

(5) Heating, ventilation, and air-conditioning (HVAC) capable of maintaining the temperature as specified in FPMR 101-20.107.

(6) Walls that are moisture resistant wallboard and finished and painted, or equivalent.

2. Criteria for establishing fitness programs. Agencies shall submit to the appropriate GSA regional office a Standard Form 81, Request for Space, and a plan for the proposed fitness program. Agencies may contact the President's Council on Physical Fitness and Sports for assistance in developing their plan. The plan should set forth the scope and goals of the proposed program and include the following elements as outlined by the President's Council on Physical Fitness and Sports:

- (1) a survey indicating employee interest in the program;
- (2) a 3 to 5 year implementation plan demonstrating long-term commitment to physical fitness/health for employees;
- (3) a health related orientation, including screening procedures, individualized exercise programs, identification of high-risk individuals, and appropriate follow-up activities;
- (4) identification of a person skilled in prescribing exercise to direct the fitness program; .
- (5) an approach which will consider key health behavior related to degenerative disease, including smoking and nutrition;
- (6) a modest facility that includes only the essentials necessary to conduct a program involving cardiovascular and muscular endurance, strength activities, and flexibility;
- (7) provision for equal opportunities for men and women, and all employees, regardless of grade level.

Depending on the scope and goals of the proposed program, one or more of the above elements may not apply or may apply only partially or indirectly. However, every attempt should be made to show that each of the above has been considered in the planning effort or are already provided under existing programs and activities sponsored by the agency personnel office, Public Health Service (PHS) health unit, employee association, or other official organization within the agency. For guidance on the development of health service programs, agencies may consult the PHS, Department of Health and Human Services.

Appendix B

A. Basic policy. Pursuant to 40 U.S.C. 490b, Federal agencies are authorized to allot space in Federal buildings to individuals or entities who will provide child care services to Federal employees. Federal agencies in GSA-controlled space are responsible for determining their respective child care needs and then requesting the appropriate space from GSA. Upon receipt of such a request, along with the result of a needs assessment survey indicating sufficient agency interest, GSA will provide the standard alterations for the child care center as defined in Appendix A. The cost of any other features not specified in Appendix A will be fully reimbursed to GSA by the user/tenant agency(ies) except as noted in paragraph (f) below.

Agency(ies) will sponsor child centers for their employees, submit space requests for their requirements, allocate space under license or other appropriate authorization document to either the provider of child care services for an employee user group, and pay Rent to GSA for the assigned space.

The provider will occupy the designated space pursuant to an assignment authorizing the sponsoring agency or lead agency (the agency which issues the Standard Form 81, Request for Space, in cases involving a joint-use assignment) to allocate the space to the provider of child care services or an employee user group.

B. Leasing space for a child care center. When necessary, GSA will acquire leased space to house a child care center or to relocate agency activities displaced by a child care facility established in GSA-controlled space. When leasing space specifically for a child care center, the lease term should not exceed 5 years unless otherwise determined by the contracting officer to be in the best interest of the Government. In the event the space for a child care center is part of a larger space acquisition for an agency or agencies, the lease term for the center should be coterminous with the other space leased by the Government in the building.

C. Developing a child care facility out of existing assigned space. When a portion of an agency's existing assigned space is made available by the agency for child care center use, the cost of alterations to the space will be fully reimbursable to GSA. However, if any of the alterations result in a higher space classification, GSA will fund the alterations for the upgrading of the space to be classified.

D. New construction or use of modular buildings for child care. Space solely for the purpose of providing a child care center normally will not be made available by GSA through new construction nor through the purchase or lease of modular

Appendix C. Child Care Centers

buildings. However, in special circumstances, where no other space can be econornially developed and made available for child care use, modular buildings can be considered. In such circumstances, GSA shall be responsible for all expenses associated with site preparation and the purchase or lease of modular buildings including design services and water, sewer, and utility service installation costs.

E. Space classification. Space in child care centers will be classified in accordance with the standards specified in Appendix A.

F. Special buildout considerations. In addition to the standard alterations (SA'S) specified in Appendix A, child care center space will have all built-in features such as kitchen counters, shelves, cabinets, bookcases, closets, mailboxes, sinks and basins required throughout the center furnished and installed as part of the normal buildout. All rest rooms which will be utilized by children from the center should contain child-size toilets, handicapped accessible toilets and child accessible drinking fountains.

Floors in child care centers shall be covered with an acceptable grade of anti-static carpet or tile as appropriate.

All landscaping required to prepare outdoor play areas will be covered by GSA as a part of the standard alterations for a child care center. The purchase and installation of playground equipment will be the responsibility of the sponsoring agency(ies).

G. Special cleaning provisions. For reasons of safety and health, the entire child care center will be cleaned in the same manner as clinical space (i.e., Health Unit), regardless of the space classification.

H. Compliance with State and local requirements. To the maximum extent practical, GSA will comply with State and local laws and regulations relating to the development of facilities for use as child care centers.

I. Special safety and environmental considerations. Every effort shall be made to minimize safety and environmental hazards in the child care center space and play areas as well as in adjacent areas of a building frequented by children. Construction work on a center shall be done in a manner which will minimize sharp corners, tripping hazards, or other problems which may increase the potential for injury to children.

Appendix C

August 2, 1991

All lead base paint, even lead base paint in layers below existing coats, shall be removed from all surfaces in space to be utilized as a child care center. All other applicable Federal safety and environmental regulations or requirements; including those outlined in FPMR 101-20, must be also be met.

Appendix C